SAN FRANCISCO PUBLIC LIBRARY
3 1223 05864 1854

5/S

San Francisco Public Library

GOVERNMENT INFORMATION CENTER
SAN FRANCISCO PUBLIC LIBRARY

REFERENCE BOOK

Not to be taken from the Library

MAR 2 6 2003

Digitized by the Internet Archive
in 2014

https://archive.org/details/minutes2000sanf_9

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C55
:C65
4
1/5/2000
Special

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

958

KATE FAVETTI
EXECUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

AGENDA

Special Meeting
of
January 5, 2000

DOCUMENTS DEPT.

DEC 30 1999

SAN FRANCISCO
PUBLIC LIBRARY

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMEMORATION AGENDA

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

3 1223 05864 1854

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 7 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, (415) 554-6083.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Special Meeting
January 5, 2000
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **MINUTES**

Regular Meeting of December 6, 1999

(3) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(4) **COMMEMORATION AGENDA**

Commemoration of the 100th Anniversary of the Civil Service Commission

(5) **COMMENDATIONS AGENDA**

Commendation for Richard A. Sullivan, Tax Collector, Tax Collector's Office, upon his retirement after 41 years of service to the City and County of San Francisco. (File No. 0878-99-1)

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0874-99-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-99/00	Airport Commission	$300,000	To work with Airport staff and other consultants to research, design and implement a public information program focused in Santa Clara County to support the Runway Reconfiguration Program (RRP).	Regular	12/31/02
4108-99/00	Airport Commission	$195,000	To conduct Airport user satisfaction surveys to evaluate the level of service and identify problems at the Airport. Types of surveys include the annual Air Passenger Survey, Peak Time Survey, concession surveys, and other special surveys.	Regular	12/31/01
4110-99/00	Airport Commission	$175,000	To deliver a new Airport Informational Mapping System (i.e. "YOU ARE HERE" map) that will integrate the new and existing Airport facilities.	Regular	01/14/01
4111-99/00	Public Works	$60,000	Software modification to upgrade the Public Works Financial and Personnel System (FPS) for timekeeping, labor and reporting distribution. The upgrade will enable the FPS system to capture and report multiple funding sources.	Regular	06/30/00
4112-99/00	Public Works	$30,000,000	To provide architectural and engineering design services associated with Laguna Honda Hospital's Replacement Program. Contractor will be responsible for all design efforts and the consulting team.	Regular	11/30/09
4109-99/00	Assessor	Increase Amount $50,000 New Amount $71,293	To provide consulting and appraisal services to determine the appropriate methodology for tax assessment valuation. The methodology will produce a supportable estimate of the unrestricted market rent for the possessory interest using a cash flow model.	Regular	12/01/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47-94/95	Airport Commission	Increase Amount $6,848,916 New Amount $8,960,319	To provide insurance coverages and administration of Airport Owner Controlled Insurance Program. The program will provide workers' compensation insurance and general liability for all contractors and their employees.	Regular	06/30/04

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(7) **Amendment to Civil Service Commission Rules on Leaves of Absence to add Sick Leave to care for the employee's parents, spouse, or domestic partner. (File No. 0883-99-1)**

Recommendation: Post for adoption; Forward to the Board of Supervisors.

(8) **Request to extend Civil Service Commission Rule 13 – Certification of Eligibles, Section 13.2.3 – Expansion of Certification Rules. (File No. 0884-99-1)**

December 6, 1999: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources Director's recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 2000.

Recommendation: Approve extension of Rule 13, Section 13.2.3 until June 30, 2000.

REGULAR AGENDA

(9) **Appeal by Sean Di Varco of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (File No. 0564-99-4)**

November 15, 1999: Postpone to the meeting of January 5, 2000, at the request of the San Francisco Police Department.

Recommendation: Adopt report. Deny the appeal of Mr. Di Varco. Sustain the decision of the Chief of Police.

4 49370 SFPL: ECONO JRS
10 SFPL 01/17/03 27

(10) Appeal by Wes R. Easley of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (File No. 0671-99-4)

November 15, 1999: Postpone to the meeting of January 5, 2000, at the request of the San Francisco Police Department.

Recommendation: Adopt report. Deny the appeal of Mr. Easley. Sustain the decision of the Chief of Police.

(11) Appeal by Delia Atkins of background rejection for Public Safety Communications Dispatcher (Job Code 8238). (File No. 0080-99-4)

Recommendation: Adopt report. Deny the appeal of Ms. Delia Atkins. Sustain the decision of the Chief of Police.

(12) Appeal by Christine Del Fava of the Human Resources Director's decision of denial of the minimum qualifications for Senior Management Assistant (Job Code 1844), examination announcement. (File No. 0762-99-4)

Recommendation: Adopt report. Deny the appeal of the minimum qualifications for Senior Management Assistant (Job Code 1844), examination announcement.

(13) Appeals by Derek Fleiss and Wai Ken Yee on the rejection of applications for Public Building Maintenance and Repair Assistant Superintendent (Job Code 5102), Department of Public Works. (File No. 0873-99-4)

Recommendation: Adopt report. Deny the appeals of Derek Fleiss and Wai Ken Yee. Sustain the decision of the Human Resources Director.

(14) Appeal by Marguerite I. Versher of the Human Resources Director's decision to reject application for Principal Administrative Analyst (Job Code 1824). (File No. 0780-99-4)

November 15, 1999: Postpone to the meeting of January 5, 2000 to allow the Department of Human Resources review of additional information provided by appellant to support her claim that the scope of work performed would qualify for Principal Administrative Analyst (Job Code 1824).

Recommendation: Postpone to the meeting of February 7, 2000 at the request of the Department of Human Resources.

(15) Appeals by Jay Johnson, Kenneth Lee, Anthony Lewis, Victor Shakir, Sarita Britt, and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager I (Job Code 9140) Public Transportation Department. (File No. 0815-99-4)

December 6, 1999: The appeal by Sarita Britt was postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department.

The appeal by Anthony Lewis was postponed to the meeting of January 5, 2000, at the request of Mr. Lewis.

The appeals by Jay Johnson, Kenneth Lee, Victor Shakir, and Reginald McCray were postponed to the meeting of January 5, 2000, pending review by the Human Resources Director.

Recommendation: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager I (Job Code 9140) examination for Jay Johnson, Kenneth Lee, Anthony Lewis, Victor Shakir, Sarita Britt, and Reginald McCray.

(16) Appeals by Sarita Britt and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager II (Job Code 9141) Public Transportation Department. (File No. 0814-99-4)

December 6, 1999: The appeal by Sarita Britt was postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department.

The appeal by Reginald McCray was postponed to the meeting of January 5, 2000, at the request of Mr. McCray.

Recommendation: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager II (Job Code 9141) examination for Sarita Britt and Reginald McCray.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(17) **Determination of future employment: termination of permanent appointment of Nancie Gee, Secretary II (Job Code 1446) Department of Public Health. (File No. 0707-99-7)**

Recommendation of the Public Health Department:

No future employment with the Department of Public Health.

(18) **Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (File No. 0504-99-7)**

Recommendation of the Public Utilities Commission:

Cancel any current examination and eligibility status;
No future employment with the City and County of San Francisco

(19) **Determination of future employability: termination of Entrance Probationary appointment of Lynn Brown, Certified Nursing Assistant (Job Code 2302), Department of Public Health. (File No. 0769-99-7)**

Recommendation of the Department of Public Health:

Cancel any current examination and eligibility status;
No future employment with the Department of Public Health.

(20) **Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (File No. 0677-99-7)**

Recommendation of the San Francisco Fire Department:

No future employment as a Payroll Clerk (Job Code 1220) in the San Francisco Fire Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(21) Report of exempt positions under Charter Categories 10.104-16 through 10.104.18. (File No. 0880-99-1)

(22) REQUESTS TO SPEAK

(23) ADJOURNMENT

In memory of the Honorable Dorothy Von Beroldingen.

F
65
5
/5/2000

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Special Meeting
January 5, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JAN 11 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Clopton presided.

MINUTES

Regular Meeting of December 6, 1999

Action: Approve. (Vote of 4 to 0)

COMMEMORATION

Commemoration of the 100th Anniversary of the Civil Service Commission

Recognition of former Civil Service Commissioners Genevieve Powell, Bob Costello, Grant Mickens and former General Manager, Personnel, Bernard Orsi.

Messages: Louis Hop Lee, former Civil Service Commissioner
Albert Walker, first Executive Officer of the Civil Service Commission

COMMEMORATION: (continued)

Proclamations: Supervisor Barbara Kaufman, Board of Supervisors, representing
Mayor Willie L. Brown, Jr.
Supervisor Amos Brown, Board of Supervisors.
Evan Rose, representing Assemblyman Kevin Shelley and
Senator John Burton.

0080-99-4 **Appeal by Delia Atkins of background rejection for Public Safety Communications Dispatcher (Job Code 8238). (Item No. 11)**

Speakers:	Lt. Morris Tabak, San Francisco Police Department Delia Atkins
Action:	Adopt report. Deny the appeal of Ms. Delia Atkins. Sustain the decision of the Chief of Police. (Vote of 4 to 0)

0504-99-7 **Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (Item No. 18)**

Speakers:	None.
Action:	Postpone to the meeting of February 7, 2000 at the request of the Public Utilities Commission. (Vote of 4 to 0)

0564-99-4 **Appeal by Sean Di Varco of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (Item No. 9)**

November 15, 1999:	Postpone to the meeting of January 5, 2000, at the request of the San Francisco Police Department.
Speakers:	None.
Action:	Adopt report. Deny the appeal of Mr. Di Varco. Sustain the decision of the Chief of Police. Mr. Di Varco failed to appear. (Vote of 4 to 0)

0671-99-4 Appeal by Wes R. Easley of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (Item No. 10)

November 15, 1999: Postpone to the meeting of January 5, 2000, at the request of the San Francisco Police Department.

Speakers: None.

Action: Adopt report. Deny the appeal of Mr. Easley. Sustain the decision of the Chief of Police. Mr. Easley failed to appear. (Vote of 4 to 0)

0677-99-7 Determination of future employability: termination of provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (Item No. 20)

Speakers: None.

Action: Postpone to the meeting of March 6, 2000, at the request of the Department of Human Resources. (Vote of 4 to 0)

0707-99-7 Determination of future employability: termination of permanent appointment of Nancie Gee, Secretary II (Job Code 1446) Department of Public Health. (Item No. 17)

Speakers: None.

Action: No future employment with the Department of Public Health. Ms. Gee withdrew her appeal; off calendar. (Vote of 4 to 0)

0762-99-4 Appeal by Christine Del Fava of the Human Resources Director's decision of denial of the minimum qualifications for Senior Management Assistant (Job Code 1844), examination announcement. (Item No. 12)

Speakers: None.

Action: Adopt report. Deny the appeal of the minimum qualifications for Senior Management Assistant (Job Code 1844), examination announcement. Ms. Del Fava failed to appear. (Vote of 4 to 0)

0769-99-7 Determination of future employability: termination of entrance probationary appointment of Lynn Brown, Certified Nursing Assistant (Job Code 2302), Department of Public Health. (Item No. 19)

Speakers: None.

Action: Cancel any current examination and eligibility status; No future employment with the Department of Public Health. Ms. Brown failed to appear. (Vote of 4 to 0)

0780-99-4 Appeal by Marguerite I. Versher of the Human Resources Director's decision to reject application for Principal Administrative Analyst (Job Code 1824). (Item No. 14)

November 15, 1999: Postpone to the meeting of January 5, 2000 to allow the Department of Human Resources review of additional information provided by appellant to support her claim that the scope of work performed would qualify for Principal Administrative Analyst (Job Code 1824).

Speakers: None.

Action: Postpone to the meeting of February 7, 2000 at the request of the Department of Human Resources. (Vote of 4 to 0)

0814-99-4 Appeals by Sarita Britt and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager II (Job Code 9141) Public Transportation Department. (Item No. 16)

December 6, 1999: The appeal by Sarita Britt was postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department.

The appeal by Reginald McCray was postponed to the meeting of January 5, 2000, at the request of Mr. McCray.

Speakers: None.

Action: Postpone to the meeting of February 7, 2000 at the request of the Public Transportation Department. (Vote of 4 to 0)

0815-99-4 Appeals by Jay Johnson, Kenneth Lee, Anthony Lewis, Victor Shakir, Sarita Britt, and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager I (Job Code 9140) Public Transportation Department. (Item No. 15)

December 6, 1999: The appeal by Sarita Britt was postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department.

The appeal by Anthony Lewis was postponed to the meeting of January 5, 2000, at the request of Mr. Lewis.

The appeals by Jay Johnson, Kenneth Lee, Victor Shakir, and Reginald McCray were postponed to the meeting of January 5, 2000, pending review by the Human Resources Director.

Speakers: None.

Action: Postpone to the meeting of February 7, 2000 at the request of the Public Transportation Department. (Vote of 4 to 0)

0873-99-4 Appeals by Derek Fleiss and Wai Ken Yee on the rejection of applications for Public Building Maintenance and Repair Assistant Superintendent (Job Code 5102), Department of Public Works. (Item No. 13)

Speakers: Jim Horan, Department of Public Works
Derek Fleiss
Wai Ken Yee

Action: Adopt report. Deny the appeals of Derek Fleiss and Wai Ken Yee. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0874-99-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-99/00	Airport Commission	$300,000	To work with Airport staff and other consultants to research, design and implement a public information program focused in Santa Clara County to support the Runway Reconfiguration Program (RRP).	Regular	12/31/02
4108-99/00	Airport Commission	$195,000	To conduct Airport user satisfaction surveys to evaluate the level of service and identify problems at the Airport. Types of surveys include the annual Air Passenger Survey, Peak Time Survey, concession surveys, and other special surveys.	Regular	12/31/01
4110-99/00	Airport Commission	$175,000	To deliver a new Airport Informational Mapping System (i.e. "YOU ARE HERE" map) that will integrate the new and existing Airport facilities.	Regular	01/14/01
4111-99/00	Public Works	$60,000	Software modification to upgrade the Public Works Financial and Personnel System (FPS) for timekeeping, labor and reporting distribution. The upgrade will enable the FPS system to capture and report multiple funding sources.	Regular	06/30/00
4112-99/00	Public Works	$30,000,000	To provide architectural and engineering design services associated with Laguna Honda Hospital's Replacement Program. Contractor will be responsible for all design efforts and the consulting team.	Regular	11/30/09
4109-99/00	Assessor	Increase Amount $50,000 New Amount $71,293	To provide consulting and appraisal services to determine the appropriate methodology for tax assessment valuation. The methodology will produce a supportable estimate of the unrestricted market rent for the possessory interest using a cash flow model.	Regular	12/01/02
47-94/95	Airport Commission	Increase Amount $6,848,916 New Amount $8,960,319	To provide insurance coverages and administration of Airport Owner Controlled Insurance Program. The program will provide workers' compensation insurance and general liability for all contractors and their employees.	Regular	06/30/04

Speakers:	Tony Irons, City Architect spoke on PSC #4112-99/00 Leslie Abbot, Local 21 Duane Reno, Attorney
Action:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0878-99-1 Commendation for Richard A. Sullivan, Tax Collector, Tax Collector's Office, upon his retirement after 41 years of service to the City and County of San Francisco. (Item No. 5)

Speakers: Richard A. Sullivan, Tax Collector

Action: Approve. (Vote of 4 to 0)

0880-99-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104.18. (Item No. 21)

Action: Report received; file.

0883-99-1 Amendment to Civil Service Commission Rules on Leaves of Absence to add Sick Leave to care for the employee's parents, spouse, or domestic partner. (Item No. 7)

Speakers: None.

Action: Post for adoption; Forward to the Board of Supervisors. (Vote of 4 to 0)

0884-99-1 Request to extend Civil Service Commission Rule 13 – Certification of Eligibles, Section 13.2.3 – Expansion of Certification Rules. (Item No. 8)

December 6, 1999: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources Director's recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 2000.

Speakers: None.

Action: Approve extension of Rule 13, Section 13.2.3 until June 30, 2000. (Vote of 4 to 0)

REQUESTS TO SPEAK

None.

ADJOURNMENT

3:05 p.m.

(a) In memory of the Honorable Dorothy Von Beroldingen.
(b) In memory of Suey Sam, father of Carol and Mei Lon Sam.
(c) In memory of Wallace Lee, father of Theresa Lee, Airport Commission.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.

FEB 0 3 2000

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

Regular Meeting
of
February 7, 2000

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office
The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service . Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings
Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings
All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Rachel Arnstine O'Hara, Clerk of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102-4683 by calling (415) 554-6171, by fax: (415)554-6177, by e-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 7, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of January 5, 2000

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) COMMENDATION AGENDA

Commendation for Anson Moran, General Manager, Public Utilities Commission, upon his retirement after 26 years of service to the City and County of San Francisco. (File No. 0067-00-1)

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0058-00-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-99/00	Mayor's Office-Business & Economic Development	$155,000	To serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City and County of San Francisco.	Regular	12/31/00
4114-99/00	Mayor's Office-Business & Economic Development	$252,000	Contractor will serve as Federal Legislative representative, appointed by the Mayor pursuant to Administrative Code 16.3-1 and ratified by the Board of Supervisors on 5/23/97.	Regular	12/31/00
4115-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$150,000	To represent the City before federal legislative, administrative and regulatory agencies on matters concerning water supply, wastewater treatment, energy, and natural resources.	Regular	06/30/00
4116-99/00	Port	$76,000	To provide specialized assistance to the Relocation Project Manager. Work includes coordinating the move of Port employees and property from the Ferry Building to Pier 1; and developing the move coordination strategies for each Port division.	Regular	03/30/01
014X-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $195,500 New Amount $1,195,500	To continue negotiations with Alameda County and the City of Pleasanton on the development of the Bernal Avenue Property. Consultant will assist the department throughout the entitlement process.	Regular	12/31/00
4039-99/00	Airport	Increase Amount $2,221,500 New Amount $3,821,500	To represent the tenant's interest and provide professional consulting necessary to assist with project management related to the design and construction of airport building infrastructure modifications and/or improvements.	Regular	06/30/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-96/97	Airport	Increase Amount $10,734,942 New Amount $16,734,942	To provide continued support and administrative services for the next phase of design, engineering and construction of various facilities, services and systems for the Airport's new International Terminal Operations.	Regular	12/31/00
4117-99/00	Airport	Increase Amount $50,000 New Amount $80,000	To provide professional consulting services as the Airport Director's liaison to FAA Air Traffic Controllers and aircraft operators regarding aircraft noise issues.	Regular	07/17/00
4118-99/00	Airport	Increase Amount $50,000 New Amount $90,000	To provide professional consulting services as the Airport Director's liaison to Peninsula communities, aircraft operators and the Airport/Community Roundtable regarding aircraft noise issues.	Regular	07/17/00
4119-99/00	Airport	Increase Amount $78,267,712 New Amount $235,077,202	To continue to provide construction management services for the building of the new International Terminal Complex and related Master Plan projects and program management services for coordination of interrelated projects.	Regular	05/31/02
4184-98/99	Airport	Increase Amount $100,000 New Amount $230,000	To provide professional consulting services to the Airport Director regarding airspace and air route contingency plans to reduce noise impacts on communities.	Regular	08/31/00
483-93/94	Airport	Increase Amount $3,560,873 New Amount $11,060,873	To continue architectural/engineering services in support of the construction of new Boarding Area A, a portion of the new International Terminal Complex. Remainder of services include building tenant and airline spaces.	Regular	08/31/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(6) Proposed amendment to Civil Service Commission Rule 14 – Appointment, Article VII – Employment in Job Code 8304 Deputy Sheriff and Job Code 8302 Deputy Sheriff I, Section 14.38 – Probationary Period of Job Code 8302 Deputy Sheriff, Section 14.38.1 to remove reference to duration. (File No. 0066-00-1)

Recommendation: Post for adoption.

(7) **Ratification of settlement agreement on future employment of Nicole Sojat. (File No. 0072-00-7)**

Recommendation: Approve.

(8) **Ratification of settlement agreement on future employment of Lydia Whitebear. (File No. 0064-00-7)**

Recommendation: Approve.

REGULAR AGENDA

(9) **Appeal by Kenneth R. Harris, Sr. of background rejection for Crime Prevention Worker (Job Code 8482), San Francisco Police Department (File No. 0741-99-4)**

Recommendation: Adopt report. Deny appeal of Mr. Harris. Sustain the decision of the Chief of Police.

(10) **Request for approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter imposed "Cap." (File No. 0059-00-1)**

Recommendation: Adopt report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(11) **Appeal by Cornelius Turner, Jr. of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (File No. 0823-99-4)**

Recommendation: Adopt report. Deny the appeal of Mr. Turner. Sustain the decision of the Chief of Police.

(12) **Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6)**

Recommendation: Adopt report. Deny the appeal of Mr. Lavin. Sustain the decision of the Human Resources Director.

(13) Appeals by Jay Johnson, Kenneth Lee, Anthony Lewis, Victor Shakir, Sarita Britt, and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager I (Job Code 9140) Public Transportation Department. (File No. 0815-99-4)

December 6, 1999: The appeal by Sarita Britt was postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department.

The appeal by Anthony Lewis was postponed to the meeting of January 5, 2000, at the request of Mr. Lewis.

The appeals by Jay Johnson, Kenneth Lee, Victor Shakir, and Reginald McCray were postponed to the meeting of January 5, 2000, pending review by the Human Resources Director.

January 5, 2000: The appeals by Jay Johnson, Kenneth Lee, Victor Shakir, and Reginald McCray were postponed to the meeting of February 7, 2000, at the request of the Public Transportation Department.

Recommendation: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager I (Job Code 9140) examination for Jay Johnson, Kenneth Lee, Anthony Lewis, Victor Shakir, Sarita Britt, and Reginald McCray.

(14) Appeals by Sarita Britt and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager II (Job Code 9141) Public Transportation Department. (File No. 0814-99-4)

December 6, 1999: The appeal by Sarita Britt was postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department.

The appeal by Reginald McCray was postponed to the meeting of January 5, 2000, at the request of Mr. McCray.

January 5, 2000: The appeals by Sarita Britt and Reginald McCray were postponed to the meeting of February 7, 2000, at the request of the Public Transportation Department.

Recommendation: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager II (Job Code 9141) examination for Sarita Britt and Reginald McCray.

(15) Appeal by Orlando Tolbert of the Human Resources Director's decision to dismiss the discrimination complaint. (File No. 0798-99-6)

Recommendation: Adopt report. Deny the appeal of Mr. Tolbert. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(16) Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (File No. 0504-99-7)

January 5, 2000: Postpone to the meeting of February 7, 2000, at the request of the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Cancel any current examination and eligibility status;
No future employment with the City and County of San Francisco.

(17) Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (File No. 0870-99-7)

Recommendation of the Recreation and Park Department:

No future employment with the City and County of San Francisco.

(18) Determination of future employability: termination of permanent appointment of Eric Jones, Cement Mason (Job Code 7311), Department of Public Works. (File No. 0871-99-7)

Recommendation of the Department of Public Works:

Cancel any current examination and eligibility status;
No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(19) Progress report on Class Consolidation Report. (File No. 0056-00-1)

(20) Report of exempt appointments under Charter Categories 10.104-16 through 10.104.18. (File No. 0057-00-1)

EXECUTIVE OFFICER'S REPORT

(21) Fiscal Year 2000-01 Civil Service Commission Budget Request. (File No. 0054-00-1)

Recommendation: Approve the Fiscal Year 2000-01 Budget Request; Forward to the Mayor and the Controller by February 18, 2000.

(22) Activities of the Civil Service Department from October 16, 1999 through January 15, 2000. (File No. 0068-00-1)

(23) REQUESTS TO SPEAK

(24) ADJOURNMENT

5
5
7/c0

KARE

ROSABE
VICE

RGAN
CO

AD
CO

KA
EXECUTI

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

MINUTES

Regular Meeting
February 7, 2000

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
FEB 1 0 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:18 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Morgan R. Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

MINUTES

Regular Meeting of January 5, 2000

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

The meeting was opened in honor of newly appointed Commissioner Morgan R. Gorrono and Julia Clopton Foster, daughter of Commissioner Karen Clopton, born January 13, 2000.

The Commission acknowledged the service and dedication of former Commissioners George Kosturos and A. Lee Munson.

Commendation for Anson Moran, General Manager, Public Utilities Commission, upon his retirement after 26 years of service to the City and County of San Francisco. (Item No. 4)

Action: Approve. (Vote of 3 to 0)

0504-99-7 Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (Item No.16)

January 5, 2000: Postpone to the meeting of February 7, 2000, at the request of the Public Utilities Commission.

Speakers: None.

Action: Postpone to the meeting of March 6, 2000, at the request of Local 38. (Vote of 3 to 0)

0550-99-6 Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 12)

Speakers: None.

Action: Postpone to the meeting of March 6, 2000, at the request of Ms. Barbara Thomson, Representative of Mr. Lavin. (Vote of 3 to 0)

0741-99-4 Appeal by Kenneth R. Harris, Sr. of background rejection for Crime Prevention Worker (Job Code 8482), San Francisco Police Department (Item No. 9)

Speakers:
Pro: Captain Antonio Parra, San Francisco Police Department
Con: Mr. Timothy West, Representative, SEIU Local 790
Kenneth R. Harris, Sr.

Action: Adopt report. Deny appeal of Mr. Harris. Sustain the decision of the Chief of Police. (Vote of 3 to 0)

0798-99-6 Appeal by Orlando Tolbert of the Human Resources Director's decision to dismiss the discrimination complaint. (Item No. 15)

Speakers: None.

Action: Postpone to the meeting of March 6, 2000, at the request of Mr. Tolbert. (Vote of 3 to 0)

0814-99-4 **Appeal by Robert Mason, Sarita Britt, Debra Hutchings, and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager II (Job Code 9141) Public Transportation Department. (Item No. 14)**

December 6, 1999: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager II (Job Code 9141) examination for Robert Mason and Debra Hutchings. Mr. Mason and Ms. Hutchings failed to appear. (Vote of 5 to 0)

The appeal by Sarita Britt was postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department.

The appeal by Reginald McCray was postponed to the meeting of January 5, 2000, at the request of Mr. McCray.

January 5, 2000: The appeals by Sarita Britt and Reginald McCray were postponed to the meeting of February 7, 2000, at the request of the Public Transportation Department.

Speakers: Pro: Cindy Monroe, Public Transportation Department
Con: Reginald McCray

Action: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager II (Job Code 9141) examination for Sarita Britt and Reginald McCray. (Vote of 3 to 0)

0815-99-4 **Appeals by Bennette Nulph, Jay Johnson, Kenneth Lee, Robert Mason, Anthony Lewis, Victor Shakir, Donaldson Shumpert, Sarita Britt, Debra Hutchings, and Reginald McCray of the Human Resources Director's decision on the rejection of applications for examination for Transit Manager I (Job Code 9140) Public Transportation Department. (Item No. 13)**

December 6, 1999: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager I (Job Code 9140) examination for Bennette Nulph, Robert Mason, Donaldson Shumpert, and Debra Hutchings. Mr. Mason, Mr. Shumpert, Ms. Nulph and Ms. Hutchings failed to appear. (Vote of 5 to 0)

0815-99-4 **(continued)**

The appeal by Sarita Britt postponed to the meeting of January 5, 2000, at the request of the Public Transportation Department.

The appeal by Anthony Lewis postponed to the meeting of January 5, 2000, at the request of Mr. Lewis.

The appeals by Jay Johnson, Kenneth Lee, Victor Shakir, and Reginald McCray postponed to the meeting of January 5, 2000, pending review by the Human Resources Director.

January 5, 2000: The appeals by Jay Johnson, Kenneth Lee, Victor Shakir, Anthony Lewis, Sarita Britt and Reginald McCray postponed to the meeting of February 7, 2000, at the request of the Public Transportation Department.

Speakers: Pro: Cindy Monroe, Public Transportation Department
Lisa Mancini, Public Transportation Department
Con: Jay Johnson
Kenneth Lee
Anthony Lewis
Victor Shakir
Sarita Britt
Reginald McCray
Ray Antonio, President, TWU Local 250-A

Action: Adopt report. Deny the appeals of the Human Resources Director's decision on the rejection of applications for Transit Manager I (Job Code 9140) examination for Jay Johnson, Kenneth Lee, Anthony Lewis, Victor Shakir, Sarita Britt, and Reginald McCray. (Vote of 3 to 0)

The Commission instructed the Public Transportation Department to review its policies on minimum qualifications for the Transit Manager I Classification and report to the Commission in three months.

0823-99-4 **Appeal by Cornelius Turner, Jr. of background rejection for Police Officer (Job Code Q-2), San Francisco Police Department. (Item No. 11)**

Speakers: Pro: Captain Antonio Parra, San Francisco Police Department
Con: Cornelius Turner, Jr.

Action: Adopt report. Deny the appeal of Mr. Turner. Sustain the decision of the Chief of Police. (Vote of 3 to 0)

0870-99-7 Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (Item No. 17)

Speakers: None.

Action: Postpone to the meeting of March 6, 2000, at the request of Sheila Sexton, Attorney. (Vote of 3 to 0)

0871-99-7 Determination of future employability: termination of permanent appointment of Eric Jones, Cement Mason (Job Code 7311), Department of Public Works. (Item No. 18)

Speakers: None.

Action: Postpone to the meeting of March 6, 2000, at the request of Mr. Jones. (Vote of 3 to 0)

0058-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-99/00	Mayor's Office-Business & Economic Development	$155,000	To serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City and County of San Francisco.	Regular	12/31/00
4114-99/00	Mayor's Office-Business & Economic Development	$252,000	Contractor will serve as Federal Legislative representative, appointed by the Mayor pursuant to Administrative Code 16.3-1 and ratified by the Board of Supervisors on 5/23/97.	Regular	12/31/00
4115-99/00	Public Utilities Commission (Hetch Hetchy & Bureaus)	$150,000	To represent the City before federal legislative, administrative and regulatory agencies on matters concerning water supply, wastewater treatment, energy, and natural resources.	Regular	06/30/00
4116-99/00	Port	$76,000	To provide specialized assistance to the Relocation Project Manager. Work includes coordinating the move of Port employees and property from the Ferry Building to Pier 1; and developing the move coordination strategies for each Port division.	Regular	03/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
014X-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $195,500 New Amount $1,195,500	To continue negotiations with Alameda County and the City of Pleasanton on the development of the Bernal Avenue Property. Consultant will assist the department throughout the entitlement process.	Regular	12/31/00
4039-99/00	Airport	Increase Amount $2,221,500 New Amount $3,821,500	To represent the tenant's interest and provide professional consulting necessary to assist with project management related to the design and construction of airport building infrastructure modifications and/or improvements.	Regular	06/30/00
4070-96/97	Airport	Increase Amount $10,734,942 New Amount $16,734,942	To provide continued support and administrative services for the next phase of design, engineering and construction of various facilities, services and systems for the Airport's new International Terminal Operations.	Regular	12/31/00
4117-99/00	Airport	Increase Amount $50,000 New Amount $80,000	To provide professional consulting services as the Airport Director's liaison to FAA Air Traffic Controllers and aircraft operators regarding aircraft noise issues.	Regular	07/17/00
4118-99/00	Airport	Increase Amount $50,000 New Amount $90,000	To provide professional consulting services as the Airport Director's liaison to Peninsula communities, aircraft operators and the Airport/Community Roundtable regarding aircraft noise issues.	Regular	07/17/00
4119-99/00	Airport	Increase Amount $78,267,712 New Amount $235,077,202	To continue to provide construction management services for the building of the new International Terminal Complex and related Master Plan projects and program management services for coordination of interrelated projects.	Regular	05/31/02
4184-98/99	Airport	Increase Amount $100,000 New Amount $230,000	To provide professional consulting services to the Airport Director regarding airspace and air route contingency plans to reduce noise impacts on communities.	Regular	08/31/00
483-93/94	Airport	Increase Amount $3,560,873 New Amount $11,060,873	To continue architectural/engineering services in support of the construction of new Boarding Area A, a portion of the new International Terminal Complex. Remainder of services include building tenant and airline spaces.	Regular	08/31/00

Speakers:	Ani Baghdassarian, Mayor's Office indicated she is available to answer questions on PSC#'s 4113-99/00 and 4114-99/00.
Action:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0059-00-1 Request for approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter imposed "Cap." (Item No. 10)

Speakers: Pro: Linda Marini, Department of Human Resources

Action: Adopt report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 3 to 0)

0064-00-7 Ratification of settlement agreement on future employment of Lydia Whitebear. (Item No. 8)

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0066-00-1 Proposed amendment to Civil Service Commission Rule 14 – Appointment, Article VII – Employment in Job Code 8304 Deputy Sheriff and Job Code 8302 Deputy Sheriff I, Section 14.38 – Probationary Period of Job Code 8302 Deputy Sheriff, Section 14.38.1 to remove reference to duration. (Item No. 6)

Speakers: None.

Action: Post for adoption. (Vote of 3 to 0)

0072-00-7 Ratification of settlement agreement on future employment of Nicole Sojat. (Item No. 7)

Speakers: None.

Action: Approve. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0056-00-1 Progress report on Class Consolidation Report. (Item No. 19)

Action: Report received; file.

0057-00-1 Report of exempt appointments under Charter Categories 10.104-16 through 10.104.18. (Item No. 20)

Action: Report received; file.

EXECUTIVE OFFICER'S REPORT

0054-00-1 Fiscal Year 2000-01 Civil Service Commission Budget Request. (Item No. 21)

Action: Approve the Fiscal Year 2000-01 Budget Request; Forward to the Mayor and the Controller by February 18, 2000. (Vote of 3 to 0)

0068-00-1 Activities of the Civil Service Department from October 16, 1999 through January 15, 2000. (Item No. 22)

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 23)

None.

ADJOURNMENT (Item No. 24)

4:20 p.m.

Adjournment in memory of San Francisco Firefighter Renato Bermudez, Jr. and all of the victims of Alaska Airlines Flight 261.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

"Cancell" per phone call 3/6/00

DOCUMENTS DEPT.
MAR - 2 2000
SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, March 6, 2000

1:00 p.m.

Room [illegible] City Hall
1 Dr. Carlton B. Goodlett Place
PLEASE NOTE LOCATION!!

I. Call to Order and Roll Call. (1:00 p.m.)

II. Public comment on matters appearing on the agenda.

III. Discussion and vote pursuant to Sunshine Ordinance Section 67.11(a) and 67.10(b) as to whether to conduct a closed session.

IV. Possible closed session held pursuant to California Government Code Section 54956.9 - Conference with Legal Counsel - Anticipated Litigation.

V. Discussion and vote pursuant to California Government Code Section 54957.1 and Sunshine Ordinance Section 67.14(a) on whether to disclose action taken or discussions held in closed session.

Motion: The Civil Service Commission finds that it is in the best interests of the public (NOT) to disclose its closed session deliberations regarding labor negotiations.

VI. Public comment on matters appearing on the agenda.

VII. Adjournment

Posted 03/02/00

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4

3/6/00
Executive Session
Canceled

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

March 3, 2000

NOTICE

The Civil Service Commission Executive Session of Monday, March 6, 2000 has been canceled. Call the Commission Office at 252-3247, if there are questions or if further information is required.

CIVIL SERVICE COMMISSION

Kate Favetti
Kate Favetti
Executive Officer

DOCUMENTS DEPT.

MAR - 6 2000

SAN FRANCISCO
PUBLIC LIBRARY

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

,5
+
/6/00

KAREN CLOPTON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

AGENDA

Regular Meeting
of
March 6, 2000

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
MAR - 1 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Rachel Arnstine O'Hara, Clerk of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102-4683 by calling (415) 554-6171, by fax: (415)554-6177, by e-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 6, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of February 7, 2000

Special Meeting of February 7, 2000

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

COMMENDATIONS AGENDA

(4) Commendation for George Kosturos, former Commissioner, for his dedication and tireless service to the Civil Service Commission from July 1, 1993 to February 4, 2000. (File No. 0117-00-1)

(5) Commendation for A. Lee Munson, former Commissioner, for his meticulous attention to and steadfast support of the Civil Service Commission from March 30, 1984 to February 4, 2000. (File No. 0118-00-1)

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0116-00-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-99/00	Public Health	$2,400,000	To provide intermittent, as needed facility maintenance services above baseline civil service staffing levels to respond to maintenance projects, accreditation support, and emergency labor requirements.	Continuing	06/30/02
4120-99/00	Airport	$300,000	To perform thorough pre-employment background investigations in accordance with security requirements. Contractors will interview candidates, verify employment histories, coordinate and schedule medical exams.	Regular	12/14/02
4121-99/00	Juvenile Probation	$197,000	To provide a comprehensive program evaluation system to measure achievements of specific program objectives for at-risk youth placed in programs of any kind and to facilitate the development of intervention programs.	Regular	09/30/00
4122-99/00	Recreation & Parks	$180,000	To develop a strategic planning process to develop and reaffirm a mission statement, a set of goals and objectives for all aspects of the Department's work over the next five years and beyond.	Regular	12/31/00
4123-99/00	Port	$70,000	To provide specialized assistance to the Port's Relocation Project Manager. Contractor to coordinate furniture specifications and plans for the move to Pier 1 offices; and installation of new and reused furniture.	Regular	12/30/00
4124-99/00	Public Transportation	$75,000	To provide medical consultation services and testing results reports to Substance Abuse Program Manager.	Regular	01/15/03
4126-99/00	Arts Commission	$270,000	To continue with the design, fabrication and installation of Art Enrichment for the Third Street Light Rail Project.	Regular	12/31/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-99/00	Human Resources	$100,000	To design, write, publish and distribute a monthly wellness newsletter for Health Plan 1 members.	Regular	06/30/00
4128-99/00	Public Utilities Commission (Water)	$300,000	To provide assistance with determining and characterizing odor occurences in complex network of combined storm sewer transport and storage system, and to implement odor control alternatives in waste water collections system.	Regular	09/01/01
4129-99/00	Mayor's Office	$175,000	To provide financial advisory services pertaining to municipal debt, in particular general obligation bonds in connection with Laguna Honda Hospital. Services include financial and legal analyses in order to size, price and market bonds effectively.	Regular	12/31/02
4003-99/00	Airport	Increase Amount $5,200,000 New Amount $6,300,000	To prepare Phase 2 of Environmental Impact Report and Environmental Impact Statement. Contractor will conduct technical studies and prepare preliminary draft documents for review by lead agencies and publication of public document.	Regular	12/31/01
4125-99/00	Public Works	Increase Amount $30,000 New Amount $80,000	Continue to renovate Chinatown alleys. Contractors will proceed to prepare design development drawings; review design documents for conformance to master plan; and act as community liaison during design and construction.	Regular	04/30/01
4155-97/98	Controlller	Increase Amount $3,000,000 New Amount $6,000,000	To provide consulting services for the evaluation, design, installation, testing and data conversion of financial systems. Phase II consists of the implementation of graphical user interface, fixed assets, and Executive Information System modules.	Regular	06/30/01
4194-98/99	Human Resources	Increase Amount $200,000 New Amount $298,000	To provide technical services utilizing vendor-owned telephone and computer systems to allow HSS members to enroll or change coverage during open enrollment period via telephone call to an interactive voice response system.	Regular	06/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(7) **Appeal by Bill Fiore on behalf of Elsie V. Palencia and Theodore N. Wong of the rating process for Senior Systems Accountant (Job Code 1657) examination. (File No. 0372-99-4)**

Recommendation:	Grant the appeal of Elsie V. Palencia and Theodore N. Wong; authorize the addition of their names to the 1657 Senior Systems Accountant eligible list; establish a certification date of December 17, 1999 for these individuals.

(8) **Request by Robert Mason to reconsider the Civil Service Commission action on his appeal for Transit Manager I (Job Code 9140) and Transit Manager II (Job Code 9141), Public Transportation Department due to military leave. (File No. 0854-99-4)**

Recommendation:	Approve request for reconsideration of Civil Service Commission action.

REGULAR AGENDA

(9) **Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6)**

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.
Recommendation:	Adopt report. Deny the appeal of Mr. Lavin. Sustain the decision of the Human Resources Director.

(10) **Appeal by Orlando Tolbert of the Human Resources Director's decision to dismiss the discrimination complaint. (File No. 0798-99-6)**

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Mr. Tolbert.
Recommendation:	Adopt report. Deny the appeal of Mr. Tolbert. Sustain the decision of the Human Resources Director.

(11) **Appeal by Craig D. Mosteller of background rejection for Police Communications Dispatcher (Job Code 8238), San Francisco Police Department. (File No. 0503-99-4)**

Recommendation:	Adopt report. Deny the appeal of Mr. Mosteller. Sustain the decision of the Chief of Police.

(12) Appeal by Marguerite Versher of the Human Resources Director's decision to reject applications for Principal Administrative Analyst (Job Code 1824). (File No. 0689-99-4)

November 15, 1999:	Adopt report. Deny appeal of the Human Resources Director's decision on the rejection of applications for examination of Ms. Nancy Hoogendyk and Mr. Tristan Levardo for Senior Administrative Analyst (Job Code 1823) (Vote of 3 to 0) The appeal of Marguerite I. Versher was carried over to the meeting of January 5, 2000 to allow Department of Human Resources review of additional information provided by the appellant to support her claim that the scope of work performed would qualify for Principal Administrative Analyst (Job Code 1824). (Vote of 3 to 0)
January 5, 2000:	Postpone the hearing of Marguerite I. Versher to the meeting of February 7, 2000, at the request of the Department of Human Resources.
February 7, 2000:	Postpone the hearing of Marguerite I. Versher to the meeting of March 6, 2000, at the request of the Department of Human Resources.
Recommendation:	Adopt report. Deny appeal of the Human Resources Director's decision on the rejection of application for examination of Marguerite I. Versher for Principal Administrative Analyst (Job Code 1824).

(13) Appeal by Mark Grushayev of the Human Resources Director's decision to dismiss the discrimination complaint. (File No. 0640-99-6)

Recommendation:	Adopt report. Deny the appeal of Mr. Grushayev. Sustain the decision of the Human Resources Director.

(14) Appeal by Neil Rains of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0023-98-6)

April 6, 1998:	Postpone to the meeting of May 4, 1998, at the request of the Human Resources Department.
May 4, 1998:	Postpone to the meeting of May 18, 1998, at the request of the Building Inspection Department.

(0023-98-6) (continued)

May 18, 1998: (0077-98-6)	Grant request of Neil Rains, for a hearing by a hearing officer, on his appeal of the Human Resources Director's action to dismiss the employment discrimination complaint, with the following parameters: (1) the hearing officer will only hear the same issues or evidence previously submitted to the Human Resources Director; and (2) the hearing officer may not hear any new evidence or new issues; any new issues or evidence must be submitted to the Human Resources Director for consideration.
May 18, 1998: (0023-98-6)	Off Calendar pending completion of hearing and findings of fact by the hearing officer.
Recommendation:	Adopt report. Deny the appeal of Mr. Rains. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (File No. 0504-99-7)

January 5, 2000:	Postpone to the meeting of February 7, 2000, at the request of the Public Utilities Commission.
February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Local 38.

Recommendation of the Public Utilities Commission:

Cancel any current examination and eligibility status;
No future employment with the City and County of San Francisco.

(16) **Determination of future employability: termination of appointment of Gloria Barnes, Clerk Typist (Job Code 1424), Department of Human Services. (File No. 0787-95-7)**

October 21, 1996: Off calendar pending resolution of grievance.

Recommendation of the Department of Human Services:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service.

(17) **Determination of future employability: termination of permanent appointment of Eric Jones, Cement Mason (Job Code 7311), Department of Public Works. (File No. 0871-99-7)**

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Mr. Jones.

Recommendation of the Department of Public Works:

Cancel any current examination and eligibility status;
No future employment with the City and County of San Francisco.

(18) **Determination of future employability: termination of provisional appointment of Christopher Parker, Counselor (Job Code 8320), Juvenile Probation Department. (File No. 0209-98-7)**

July 6, 1998: Postpone to the meeting of July 20, 1998, at the request of Mr. Parker.

July 20, 1998: Postpone to the meeting of August 3, 1998, and direct the Juvenile Probation Department to appear at the meeting.

August 3, 1998: Off Calendar.

Recommendation of the Juvenile Probation Department:

No future employment with the Juvenile Probation Department.

(19) **Determination of future employability: termination of permanent appointment of Marvin Ellis, Airport Noise Abatement Officer (Job Code 5285), San Francisco International Airport. (File No. 0847-99-7)**

Recommendation of the Airport:

Cancel all current examinations and eligibility status;
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County of San Francisco;
No future employment with the Airport.

HUMAN RESOURCES DIRECTOR'S REPORT

(20) **Report of provisional appointments. (File No. 0119-00-1)**

EXECUTIVE OFFICER'S REPORT

(21) **Report on proposed Civil Service Commission Policy and Procedures Manual. (File No. 0124-00-1)**

(22) REQUESTS TO SPEAK

(23) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
5
6/00

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
March 6, 2000

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
MAR 1 0 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

MINUTES

Regular Meeting of February 7, 2000

Approve. (Vote of 3 to 0)

Special Meeting of February 7, 2000

Approve. (Vote of 3 to 0)

0117-00-1 **Commendation for George Kosturos, former Commissioner, for his dedication and tireless service to the Civil Service Commission from July 1, 1993 to February 4, 2000. (Item No. 4)**

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0118-00-1 **Commendation for A. Lee Munson, former Commissioner, for his meticulous attention to and steadfast support of the Civil Service Commission from March 30, 1984 to February 4, 2000. (Item No. 5)**

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0116-00-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-99/00	Public Health	$2,400,000	To provide intermittent, as needed facility maintenance services above baseline civil service staffing levels to respond to maintenance projects, accreditation support, and emergency labor requirements.	Continuing	06/30/02
4120-99/00	Airport	$300,000	To perform thorough pre-employment background investigations in accordance with security requirements. Contractors will interview candidates, verify employment histories, coordinate and schedule medical exams.	Regular	12/14/02
4121-99/00	Juvenile Probation	$197,000	To provide a comprehensive program evaluation system to measure achievements of specific program objectives for at-risk youth placed in programs of any kind and to facilitate the development of intervention programs.	Regular	09/30/00
4122-99/00	Recreation & Parks	$180,000	To develop a strategic planning process to develop and reaffirm a mission statement, a set of goals and objectives for all aspects of the Department's work over the next five years and beyond.	Regular	12/31/00
4123-99/00	Port *Withdrawn*	$70,000	To provide specialized assistance to the Port's Relocation Project Manager. Contractor to coordinate furniture specifications and plans for the move to Pier 1 offices; and installation of new and reused furniture.	Regular	12/30/00
4124-99/00	Public Transportation	$75,000	To provide medical consultation services and testing results reports to Substance Abuse Program Manager.	Regular	01/15/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-99/00	Arts Commission	$270,000	To continue with the design, fabrication and installation of Art Enrichment for the Third Street Light Rail Project.	Regular	12/31/04
4127-99/00	Human Resources	$100,000	To design, write, publish and distribute a monthly wellness newsletter for Health Plan 1 members.	Regular	06/30/00
4128-99/00	Public Utilities Commission (Water)	$300,000	To provide assistance with determining and characterizing odor occurences in complex network of combined storm sewer transport and storage system, and to implement odor control alternatives in waste water collections system.	Regular	09/01/01
4129-99/00	Mayor's Office	$175,000	To provide financial advisory services pertaining to municipal debt, in particular general obligation bonds in connection with Laguna Honda Hospital. Services include financial and legal analyses in order to size, price and market bonds effectively.	Regular	12/31/02
4003-99/00	Airport	Increase Amount $5,200,000 New Amount $6,300,000	To prepare Phase 2 of Environmental Impact Report and Environmental Impact Statement. Contractor will conduct technical studies and prepare preliminary draft documents for review by lead agencies and publication of public document.	Regular	12/31/01
4125-99/00	Public Works	Increase Amount $30,000 New Amount $80,000	Continue to renovate Chinatown alleys. Contractors will proceed to prepare design development drawings; review design documents for conformance to master plan; and act as community liaison during design and construction.	Regular	04/30/01
4155-97/98	Controller	Increase Amount $3,000,000 New Amount $6,000,000	To provide consulting services for the evaluation, design, installation, testing and data conversion of financial systems. Phase II consists of the implementation of graphical user interface, fixed assets, and Executive Information System modules.	Regular	06/30/01
4194-98/99	Human Resources	Increase Amount $200,000 New Amount $298,000	To provide technical services utilizing vendor-owned telephone and computer systems to allow HSS members to enroll or change coverage during open enrollment period via telephone call to an interactive voice response system.	Regular	06/30/00

Speakers: None.

Action:

(1) PSC #4123-99/00 withdrawn by the Port who will use Department of Public Works personnel.

(2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0372-99-4 **Appeal by Elsie V. Palencia and Theodore N. Wong of the rating process for Senior Systems Accountant (Job Code 1657) examination. (Item No. 7)**

Speakers: None.

Action: Grant the appeal of Elsie V. Palencia and Theodore N. Wong; authorize the addition of their names to the 1657 Senior Systems Accountant eligible list; establish a certification date of December 17, 1999 for these individuals. (Vote of 3 to 0)

0854-99-4 **Request by Robert Mason to reconsider the Civil Service Commission action on his appeal for Transit Manager I (Job Code 9140) and Transit Manager II (Job Code 9141), Public Transportation Department due to Military leave. (Item No. 8)**

Speakers: None.

Action: Approve request for reconsideration of Civil Service Commission action. (Vote of 3 to 0)

0550-99-6 **Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 9)**

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

Action: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson. (Vote of 3 to 0)

0798-99-6 **Appeal by Orlando Tolbert of the Human Resources Director's decision to dismiss the discrimination complaint. (Item No. 10)**

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Mr. Tolbert.

Speakers:
Pro: Elizabeth Jacobi, Department of Human Resources-EEO
Pro: Joan McAllister, Department of Human Resources-EEO
Con: Orlando Tolbert
Con: James Bryant, Local 790
Pro: Michael Lum, Public Transportation Department, formerly with Recreation and Park

0798-99-6 **(continued)**

Action: Postpone pending additional information requested by the Commission on:

(1) current and past job descriptions for Mr. Tolbert;
(2) the steps the department took to locate the Job Analysis Questionnaire (JAQ);
(3) the actual duties performed by Mr. Tolbert as reflected on the JAQ at the time, and
(4) the narrowing of Mr. Tolbert's assigned duties when the purpose of the reorganization was the cross-training of staff. (Vote of 3 to 0)

0503-99-4 **Appeal by Craig D. Mosteller of background rejection for Police Communications Dispatcher (Job Code 8238), San Francisco Police Department. (Item No. 11)**

Speakers: None.

Action: Adopt report. Deny the appeal of Mr. Mosteller. Sustain the decision of the Chief of Police. Mr. Mosteller failed to appear. (Vote of 3 to 0)

0689-99-4 **Appeal by Marguerite Versher of the Human Resources Director's decision to reject applications for Principal Administrative Analyst (Job Code 1824). (Item No. 12)**

November 15, 1999: Adopt report. Deny appeal of the Human Resources Director's decision on the rejection of applications for examination of Ms. Nancy Hoogendyk and Mr. Tristan Levardo for Senior Administrative Analyst (Job Code 1823) (Vote of 3 to 0)

The appeal of Marguerite I. Versher was carried over to the meeting of January 5, 2000, to allow Department of Human Resources review of additional information provided by the appellant to support her claim that the scope of work performed would qualify for Principal Administrative Analyst (Job Code 1824). (Vote of 3 to 0)

January 5, 2000: Postpone the hearing of Marguerite I. Versher to the meeting of February 7, 2000, at the request of the Department of Human Resources.

0689-99-4 **(continued)**

February 7, 2000: Postpone the hearing of Marguerite I. Versher to the meeting of March 6, 2000, at the request of the Department of Human Resources.

Speakers:
Pro: Karen Taylor, Department of Human Resources
Con: Marguerite I. Versher corrected that she is an Administrative Analyst, not Assistant and she worked on contract administration.

Action: Adopt report. Deny appeal of the Human Resources Director's decision on the rejection of application for examination of Marguerite I. Versher for Principal Administrative Analyst (Job Code 1824). (Vote of 3 to 0)

0640-99-6 **Appeal by Mark Grushayev of the Human Resources Director's decision to dismiss the discrimination complaint. (Item No. 13)**

Speakers:
Pro: Elizabeth Jacobi, Department of Human Resources-EEO
Pro: Chester Davidson, Department of Human Resources-EEO
Con: Mark Grushayev
Pro: Princess Campbell, Public Utilities Commission

Action: Adopt report. Deny the appeal of Mr. Grushayev. Sustain the decision of the Human Resources Director. (Vote of 3 to 0)

0023-98-6 **Appeal by Neil Rains of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 14)**

April 6, 1998: Postpone to the meeting of May 4, 1998, at the request of the Human Resources Department.

May 4, 1998: Postpone to the meeting of May 18, 1998, at the request of the Building Inspection Department.

(0077-98-6) May 18, 1998: Grant request of Neil Rains, for a hearing by a hearing officer, on his appeal of the Human Resources Director's action to dismiss the employment discrimination complaint, with the following parameters: (1) the hearing officer will only hear the same issues or evidence previously submitted to the Human Resources Director; and (2) the hearing officer may not hear any new evidence or new issues; any new issues or evidence must be submitted to the Human Resources Director for consideration.

0023-98-6 (continued)

(0023-98-6) May 18, 1998: Off Calendar pending completion of hearing and findings of fact by the hearing officer.

Speakers: None.

Action: Adopt report. Deny the appeal of Mr. Rains. Sustain the decision of the Human Resources Director. Mr. Rains failed to appear. (Vote of 3 to 0)

0504-99-7 Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (Item No. 15)

January 5, 2000: Postpone to the meeting of February 7, 2000, at the request of the Public Utilities Commission.

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Local 38.

Speakers: None.

Action: Postpone to the meeting of March 20, 2000, at the request of Public Utilities Commission. (Vote of 3 to 0)

0787-95-7 Determination of future employability: termination of appointment of Gloria Barnes, Clerk Typist (Job Code 1424), Department of Human Services. (Item No. 16)

October 21, 1996: Off calendar pending resolution of grievance.

Speakers: None.

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. Ms. Barnes failed to appear. (Vote of 3 to 0)

0871-99-7 Determination of future employability: termination of permanent appointment of Eric Jones, Cement Mason (Job Code 7311), Department of Public Works. (Item No. 17)

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Mr. Jones.

Speakers: Pro: Jim Horan, Department of Public Works
Con: George Brown, Cement Masons Local 580
Con: Eric Jones

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 3 to 0)

0209-98-7 Determination of future employability: termination of provisional appointment of Christopher Parker, Counselor (Job Code 8320), Juvenile Probation Department. (Item No. 18)

July 6, 1998: Postpone to the meeting of July 20, 1998, at the request of Mr. Parker.

July 20, 1998: Postpone to the meeting of August 3, 1998, and direct the Juvenile Probation Department to appear at the meeting.

August 3, 1998: Off Calendar.

Speakers: None.

Action: No future employment with the Juvenile Probation Department. Mr. Parker failed to appear. (Vote of 3 to 0)

0847-99-7 Determination of future employability: termination of permanent appointment of Marvin Ellis, Airport Noise Abatement Officer (Job Code 5285), San Francisco International Airport. (Item No. 19)

Speakers: None.

Action: Off Calendar pending results of grievance arbitration. (Vote of 3 to 0)

0119-00-1 **Report of provisional appointments. (Item No. 20)**

Action: The Civil Service Commission congratulated the Human Resources Department and staff on the administration of examinations which resulted in the reduction of provisional employees from 4018 in November 1998 to 1385 in February 2000. Report received; file.

0124-00-1 **Report on proposed Civil Service Commission Policy and Procedures Manual. (Item No. 21)**

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 22)

None.

ADJOURNMENT (Item No. 23)

3:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
[illegible]TIVE OFFICER

AGENDA

DOCUMENTS DEPT.
MAR 16 2000
SAN FRANCISCO
PUBLIC LIBRARY

**Regular Meeting
of
March 20, 2000**

**Room 408, City Hall
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

VAN NESS AVENUE SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Rachel Arnstine O'Hara, Clerk of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102-4683 by calling (415) 554-6171, by fax: (415)554-6177, by e-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 20, 2000
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Karen Clopton
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **MINUTES**

Regular Meeting of March 6, 2000

(3) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0159-00-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2002-99/00	Sheriff	$70,600	To manage a computerized system which interfaces with specific jail information to provide victims of crime who choose to use the service access to court and prisoner status information.	Continuing	06/30/01
4130-99/00	Mayor's Office of Children, Youth & Family	$564,098	To produce and distribute unitized meals to the children and youth enrolled in the 2000 Summer Food Service Program as funded through the DCYF by the United States Department of Agriculture.	Regular	08/30/00
4131-99/00	Airport	$800,000	To assist the non-English speaking visitor by interpreting for federal agencies that facilitate various federal inspection processes. The primary function of the Interpreters is to assist Customs.	Regular	02/28/01
4132-99/00	Arts Commission	$900,000	In accordance with the City Charter, the San Francisco Symphony will perform "Summer In the City Concert Series" at Davies Symphony Hall and Sharon Meadow in Golden Gate Park.	Regular	12/31/00
4133-99/00	Human Services	$375,000	To facilitate development and implementation of Department of Human Services strategic plan. Provide services that include consultation in project management, team training/management, strategic planning and continuous quality control processes.	Regular	08/31/00
4134-99/00	Human Services	$880,000	To provide a comprehensive program of employment and social service including hard skills construction and maritime training and supportive services, work readiness, job search, job training, placement and job retention services.	Regular	12/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4135-99/00	Public Works	$900,000	To provide all services, labor, materials and equipment necessary to respond to hazardous material incidents typically involving environmental cleanup, remediation and control issues for City property and facilities.	Regular	06/30/02
4136-99/00	Airport	$150,000	To produce 4-color brochures, large-format maps, newsletters, reports and calendars that cannot be produced by the City.	Regular	03/29/02
4137-99/00	City Planning	$300,000	To prepare a series of Transit-Oriented Urban Community Plans for several San Francisco neighborhoods. Consultant will assist staff with public relations and community involvement; develop community workshops; and conduct focus groups.	Regular	03/31/01
4038-99/00	Airport	Increase Amount $8,000,000 New Amount $15,000,000	To implement Phase II of the Geotechnical Studies, which includes sediment analysis, assessment of Potential Borrow Sites and Dredge Disposal Alternatives, hydrological assessment and studies of local air and water quality.	Regular	09/01/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Actuarial study related to the trust fund established by Charter Section A8.404 for Transit Operators for Fiscal Year 1998-99. (File No. 0160-00-1)

Recommendation: Forward actuarial study to Board of Supervisors, Public Transportation Department Director, Controller and Transport Workers' Union representatives.

REGULAR AGENDA

(6) Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6)

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.

Recommendation: Adopt report. Deny the appeal of Mr. Lavin. Sustain the decision of the Human Resources Director.

(7) Appeal by Walter George of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0882-99-6)

Recommendation:	Adopt report. Deny the appeal of Mr. George. Sustain the decision of the Human Resources Director.

(8) Appeal by Robert Mason of the Human Resources Director's decision on the rejection of application for examination for Transit Manager I (Job Code 9140), Public Transportation Department. (File No. 0739-99-4)

Recommendation:	Adopt report. Deny the appeal of the Human Resources Director's decision on the rejection of application for Transit Manager I (Job Code 9140) examination for Robert Mason.

(9) Appeal by Robert Mason of the Human Resources Director's decision on the rejection of application for examination for Transit Manager II (Job Code 9141), Public Transportation Department. (File No. 0740-99-4)

Recommendation:	Adopt report. Deny the appeal of the Human Resources Director's decision on the rejection of application for Transit Manager II (Job Code 9141) examination for Robert Mason.

(10) Appeal by Jorge E. Alfaro and Surendrakumar Mehta on the rejection of applications for Bureau Manager (Job Code 5125), Department of Public Works. (File No. 0169-00-4)

Recommendation:	Adopt report. Deny the appeal of Mr. Alfaro and Mr. Mehta. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (File No. 0504-99-7)

January 5, 2000:	Postpone to the meeting of February 7, 2000, at the request of the Public Utilities Commission.
February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Local 38.

0504-99-7 (continued)

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Public Utilities Commission.

Recommendation of Public Utilities Commission:

Cancel any current examination and eligibility status;
No future employment with the City and County of San Francisco.

(12) Determination of future employability: termination of permanent appointment of Rene Jefferson, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0161-00-7)

Recommendation of the Public Transportation Department:

Cancel any current examination eligibility status;
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;
Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse;
No future employment with the Public Transportation Department.

(13) Determination of future employability: termination of permanent probationary appointment of Anthony Thomas, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0162-00-7)

Recommendation of the Public Transportation Department:

Cancel any current examination eligibility status;
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;
Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse;
No future employment with the Public Transportation Department.

(14) Determination of future employability: termination of permanent appointment of Gregory Joseph, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0163-00-7)

Recommendation of the Public Transportation Department:

Cancel any current examination eligibility status;
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;
Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse;
No future employment with the Public Transportation Department.

(15) Determination of future employability: termination of permanent appointment of Ruth Perry, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0164-00-7)

Recommendation of the Public Transportation Department:

Cancel any current examination eligibility status;
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service;
No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(16) Report of exempt appointments under Charter Categories 10.104-16 through 10.104.18. (File No. 0165-00-1)

(17) Progress report on Class Consolidation Project. (File No. 0166-00-1)

EXECUTIVE OFFICER'S REPORT

(18) Report on 1999-2000 goals and objectives - Pay for Performance.

(19) REQUESTS TO SPEAK

(20) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

20/00

KAREN CLOPTON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
March 20, 2000

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
MAR 2 3 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

MINUTES

Regular Meeting of March 6, 2000

Action: Approve. (Vote of 3 to 0)

0159-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2002-99/00	Sheriff	$70,600	To manage a computerized system which interfaces with specific jail information to provide victims of crime who choose to use the service access to court and prisoner status information.	Continuing	06/30/01
4130-99/00	Mayor's Office of Children, Youth & Family	$564,098	To produce and distribute unitized meals to the children and youth enrolled in the 2000 Summer Food Service Program as funded through the DCYF by the United States Department of Agriculture.	Regular	08/30/00
4131-99/00	Airport	$800,000	To assist the non-English speaking visitor by interpreting for federal agencies that facilitate various federal inspection processes. The primary function of the Interpreters is to assist Customs.	Regular	02/28/01
4132-99/00	Arts Commission	$900,000	In accordance with the City Charter, the San Francisco Symphony will perform "Summer In the City Concert Series" at Davies Symphony Hall and Sharon Meadow in Golden Gate Park.	Regular	12/31/00
4133-99/00	Human Services	$375,000	To facilitate development and implementation of Department of Human Services strategic plan. Provide services that include consultation in project management, team training/management, strategic planning and continuous quality control processes.	Regular	08/31/00
4134-99/00	Human Services	$880,000	To provide a comprehensive program of employment and social service including hard skills construction and maritime training and supportive services, work readiness, job search, job training, placement and job retention services.	Regular	12/31/01
4135-99/00	Public Works	$900,000	To provide all services, labor, materials and equipment necessary to respond to hazardous material incidents typically involving environmental cleanup, remediation and control issues for City property and facilities.	Regular	06/30/02
4136-99/00	Airport	$150,000	To produce 4-color brochures, large-format maps, newsletters, reports and calendars that cannot be produced by the City.	Regular	03/29/02
4137-99/00	City Planning ***Postpone to the meeting of April 3, 2000.***	$300,000	To prepare a series of Transit-Oriented Urban Community Plans for several San Francisco neighborhoods. Consultant will assist staff with public relations and community involvement; develop community workshops; and conduct focus groups.	Regular	03/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4038-99/00	Airport	Increase Amount $8,000,000 New Amount $15,000,000	To implement Phase II of the Geotechnical Studies, which includes sediment analysis, assessment of Potential Borrow Sites and Dredge Disposal Alternatives, hydrological assessment and studies of local air and water quality.	Regular	09/01/01

Speakers: None.

Action:

1) Postpone PSC #4137-99/00 to the meeting of April 3, 2000 at the request of City Planning.
2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0160-00-1 Actuarial study related to the trust fund established by Charter Section A8.404 for Transit Operators for Fiscal Year 1998-99. (Item No. 5)

Speakers: None.

Action: Forward actuarial study to Board of Supervisors, Public Transportation Department Director, Controller and Transport Workers' Union representatives. (Vote of 3 to 0)

0550-99-6 Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 6)

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.

Speakers: None.

Action: Postpone to the meeting of April 17, 2000 at the joint request of the Department of Human Resources and Barbara Thomson. (Vote of 3 to 0)

0882-99-6 Appeal by Walter George of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 7)

Speakers:
Pro: Dorothy Yee, Department of Human Resources–EEO
Charlotte Mister, San Francisco International Airport–EEO
Con: Walter George
Pro: Alan Wong, San Francisco International Airport
Pro: Peter Acton, San Francisco International Airport
Pro: Gloria Louie, San Francisco International Airport-EEO

Action: Adopt report. Deny the appeal of Mr. George. Sustain the decision of the Human Resources Director. (Vote of 3 to 0)

0739-99-4 Appeal by Robert Mason of the Human Resources Director's decision on the rejection of application for examination for Transit Manager I (Job Code 9140), Public Transportation Department. (Item No. 8)

Speakers: None.

Action: Adopt report. Deny the appeal of the Human Resources Director's decision on the rejection of application for Transit Manager I (Job Code 9140) examination for Robert Mason. Mr. Mason failed to appear. (Vote of 3 to 0)

0740-99-4 Appeal by Robert Mason of the Human Resources Director's decision on the rejection of application for examination for Transit Manager II (Job Code 9141), Public Transportation Department. (Item No. 9)

Speakers: None.

Action: Adopt report. Deny the appeal of the Human Resources Director's decision on the rejection of application for Transit Manager II (Job Code 9141) examination for Robert Mason. Mr. Mason failed to appear. (Vote of 3 to 0)

0169-00-4 **Appeal by Jorge E. Alfaro and Surendrakumar Mehta on the rejection of applications for Bureau Manager (Job Code 5125), Department of Public Works. (Item No. 10)**

Speakers:	Pro:	Jim Horan, Department of Public Works
	Con:	Jorge Alfaro
	Con:	Glenn Hunt, MAEA, Local 21
	Con:	Leslie Abbott, IFPTE, Local 21
	Con:	Surendrakumar Mehta

Action: Adopt report. Deny the appeal of Mr. Alfaro and Mr. Mehta. Sustain the decision of the Human Resources Director. (Vote of 3 to 0)

0504-99-7 **Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (Item No. 11)**

January 5, 2000: Postpone to the meeting of February 7, 2000, at the request of the Public Utilities Commission.

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Local 38.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Public Utilities Commission.

Speakers: None.

Action: Postpone to the meeting of April 3, 2000 at the request of the Public Utilities Commission. (Vote of 3 to 0)

0161-00-7 **Determination of future employability: termination of permanent appointment of Rene Jefferson, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 12)**

Speakers: None.

Action: 1) Cancel any current examination eligibility status;
2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;

0161-00-7 **(continued)**

3) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; and
4) No future employment with the Public Transportation Department. Mr. Jefferson failed to appear.
(Vote of 3 to 0)

0162-00-7 **Determination of future employability: termination of permanent probationary appointment of Anthony Thomas, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 13)**

Speakers: None.

Action:
1) Cancel any current examination eligibility status;
2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;
3) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; and
4) No future employment with the Public Transportation Department. Mr. Thomas failed to appear. (Vote of 3 to 0)

0163-00-7 **Determination of future employability: termination of permanent appointment of Gregory Joseph, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 14)**

Speakers: Pro: Faith Van Putten, Public Transportation Department
Con: Gregory Joseph

Action:
1) Cancel any current examination eligibility status;
2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;
3) Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; and
4) No future employment with the Public Transportation Department. (Vote 0f 3 to 0)

0164-00-7 **Determination of future employability: termination of permanent appointment of Ruth Perry, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 15)**

Speakers:	None.
Action:	Postpone to the meeting of April 17, 2000 at the request of TWU Local 250-A. (Vote of 3 to 0)

0165-00-1 **Report of exempt appointments under Charter Categories 10.104-16 through 10.104.18. (Item No. 16)**

Action:	Report received; file.

0166-00-1 **Progress report on Class Consolidation Project. (Item No. 17)**

Action:	Report received; file.

0187-00-1 **Report on 1999-2000 goals and objectives - Pay for Performance. (Item No. 18)**

Action:	Report received; file.

REQUESTS TO SPEAK

None.

ADJOURNMENT

4:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

KAREN CLOPTON
PRESIDENT

3/00

:OSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

)RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 3, 2000

DOCUMENTS DEPT.
MAR 3 0 2000
SAN FRANCISCO
PUBLIC LIBRARY

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Rachel Arnstine O'Hara, Clerk of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102-4683 by calling (415) 554-6171, by fax: (415)554-6177, by e-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 3, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of March 20, 2000

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) COMMENDATION AGENDA

Commendation for Romaine Boldridge, Secretary to the Public Utilities Commission upon her retirement after 35 years of service to the City and County of San Francisco.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0159-00-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4137-99/00	City Planning	$300,000	To prepare a series of Transit-Oriented Urban Community Plans for several San Francisco neighborhoods. Consultant will assist staff with public relations and community involvement; develop community workshops; and conduct focus groups.	Regular	03/31/01

March 20, 2000:	Postpone to the meeting of April 3, 2000 at the request of City Planning.
Recommendation:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0197-00-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-00/01	Sheriff	$1,000,000	To provide classes in GED, relapse prevention, substance abuse, parenting, domestic violence and violence prevention; provide services including acupuncture, administrative support for records management and related counseling services to prisoners.	Annual	06/30/01
1001-00/01	Sheriff	$62,415	To provide timely emergency notification through a computerized system designed to contact Sheriff's emergency response personnel and residents near the San Bruno compound by phone in the event of escape, disturbance, or other emergency situations.	Annual	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1002-00/01	Sheriff	$4,177,370	To provide residential substance counseling for prisoners paroled from county jail, and conduct electronic monitoring services for prisoners placed in Sheriff's home detention.	Annual	06/30/01
1003-00/01	Sheriff	$106,000	To provide pre-employment polygraph examinations and psychological evaluations required for peace officers; post-employment examinations and psychological services resulting from investigations and critical incidents.	Annual	06/30/01
1004-00/01	Sheriff	$121,800	To review all misdemeanor bookings, conduct interviews; work with bail commissioner, duty judge, and Sheriff's personnel to determine eligibility for supervised citation release; and provide supervision to insure individuals appear on court date.	Annual	06/30/01
1005-00/01	Sheriff	$200,000	To provide timely pick-up of prisoners throughout California and U.S. pursuant to court orders or lawful arrest warrants.	Annual	06/30/01
1006-00/01	Sheriff	$100,000	To respond to prisoner inquiries regarding legal issues; provide assistance in prisoner law libraries; provide legal references as requested and related services as directed by prisoner legal service attorney.	Annual	06/30/01
1007-00/01	Port	$40,000	To provide the City access to the Journal of Commerce Port Import Export Reporting Service (PIERS) database through an online system using the City's own terminal to obtain reports from the entire U.S. trade database.	Annual	06/30/01
1008-00/01	Human Resources	$135,000	To perform an in-depth business practice and needs assessment of workers compensation technology applications, with a remapping of business practices for administrative efficiency and cost control.	Annual	06/30/01
1009-00/01	Human Resources	$4,065,000	To provide complete workers compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, case estimate evaluation and preparation of reports.	Annual	06/30/01
1010-00/01	Human Resources	$2,000,000	To provide a range of managed care and medical cost containment services for the Workers Compensation Division, including medical bill review and repricing, PPO administration, utilization review, and case management.	Annual	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1011-00/01	Human Resources	$300,000	To provide access to and use of a proprietary workers compensation claim file management system with checkwriting capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Annual	06/30/01
1012-00/01	Human Resources	$425,000	To perform workers compensation AOE/COE and sub-rosa investigations. AOE/COE field investigations enhance claims adjuster's determinations as to whether injuries arose out of employment and/or during the course of employment.	Annual	06/30/01
4138-99/00	Human Services	$4,000,000	To provide security services for 12 department facilities consisting of controlling access to various areas, checking credentials for those seeking admittance, monitoring surveillance equipment, and intervening in hostile confrontations.	Regular	06/30/02
4139-99/00	Human Services	$200,000	To provide CalWORKs scholarship fund and recipient mentoring program management for economically disadvantaged parents to help them continue attending college successfully without income loss.	Regular	06/30/01
4141-99/00	Human Resources	$72,000	To design, layout and rewrite the Summary Plan Document for Health Plan 1 for approximately 17,000 active and retired employees. This includes addition of regulatory and compliance information currently missing from the Summary Plan Document.	Regular	06/30/00
4020-98/99	Controller	Increase Amount $100,000 New Amount $200,000	Data entry keying to meet payroll deadlines during peak periods.	Regular	06/30/01
4021-98/99	Controller	Increase Amount $130,750 New Amount $261,490	To provide expert professional technical writing services in the preparation of payroll manuals, procedures, memos, flyers, directives, and bulletins.	Regular	06/30/01
4098-97/98	Port	Increase Amount $50,000 New Amount $150,000	To assist in the formulation of financing plans, including presentations of alternative financial programs and strategies; and financial analysis and feasibility studies for real estate development alternatives at various Port sites	Regular	03/31/01
4106-95/96	Public Transportation	Increase Amount $507,401 New Amount $3,971,359	To provide review of signal system contractor's moving block sign system design, system safety program; and provide implementation, testing and commissioning assistance for the Advanced Train Control System Project for the MUNI Metro Subway System.	Regular	04/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4140-99/00	Airport	Increase Amount $188,000 New Amount $236,000	To conduct 24-hour traffic counts on existing Airport roadways and locations at the new International Terminal for seven consecutive days during the summer period and Thanksgiving weekend. Consultant to provide summaries of the data collected.	Regular	06/30/05
4142-99/00	Controller	Increase Amount $34,000 New Amount $64,000	To provide expert editing and consulting services for government audit reports issued by the Controller's Audits Division. In addition, provide writing training through editorial comments and informal training classes on an as-needed basis.	Regular	06/30/02

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(7) **Ratification of settlement agreement on future employment of Darcel Grace. (File No. 0102-00-1)**

Recommendation: Approve.

(8) **Proposed amendments to the Civil Service Commission Rules to implement Charter Section 8A (Proposition E, 11/99) creating the Municipal Transportation Agency by adding Volume IV - Civil Service Commission Rules Applicable to Service Critical Classes – Municipal Transportation Agency to become effective July 1, 2000. (File No. 0201-00-1)**

Recommendation: Post for adoption.

REGULAR AGENDA

(9) **Appeal by Maureen Randolph of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0840-99-6)**

Recommendation: Adopt report. Deny the appeal of Ms. Randolph. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) **Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (File No. 0504-99-7)**

January 5, 2000:	Postpone to the meeting of February 7, 2000, at the request of the Public Utilities Commission.
February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Local 38.
March 6, 2000:	Postpone to the meeting of March 20, 2000, at the request of the Public Utilities Commission.
March 20, 2000:	Postpone to the meeting of April 3, 2000 at the request of the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Cancel any current examination and eligibility status;
No future employment with the City and County of San Francisco.

(11) **Determination of future employability: termination of permanent appointment of Charles Harris-Latif, Registered Nurse (Job Code 2320), Department of Public Health. (File No. 0161-00-7)**

Recommendation of the Department of Public Health:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(12) **Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (File No. 0677-99-7)**

Recommendation of the San Francisco Fire Department:

No future employment as a Payroll Clerk (Job Code 1220) in the San Francisco Fire Department.

(13) **Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (File No. 0870-99-7)**

February 7, 2000: Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

Recommendation of the Recreation and Park Department:

No future employment with the City and County of San Francisco.

(14) REQUESTS TO SPEAK

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/00

KAREN CLOPTON
PRESIDENT

SABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

GAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
April 3, 2000

2:00 p.m.
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
APR - 6 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:00 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Donald A. Casper	Excused
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

MINUTES

Regular Meeting of March 20, 2000

Action: Approve. (Vote of 3 to 0)

0202-00-1 Commendation for Romaine Boldridge, Secretary to the Public Utilities Commission upon her retirement after 35 years of service to the City and County of San Francisco. (Item No. 4)

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0159-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4137-99/00	City Planning	$300,000	To prepare a series of Transit-Oriented Urban Community Plans for several San Francisco neighborhoods. Consultant will assist staff with public relations and community involvement; develop community workshops; and conduct focus groups.	Regular	03/31/01

March 20, 2000: Postpone to the meeting of April 3, 2000 at the request of City Planning.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0197-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-00/01	Sheriff	$1,000,000	To provide classes in GED, relapse prevention, substance abuse, parenting, domestic violence and violence prevention; provide services including acupuncture, administrative support for records management and related counseling services to prisoners.	Annual	06/30/01
1001-00/01	Sheriff	$62,415	To provide timely emergency notification through a computerized system designed to contact Sheriff's emergency response personnel and residents near the San Bruno compound by phone in the event of escape, disturbance, or other emergency situations.	Annual	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1002-00/01	Sheriff	$4,177,370	To provide residential substance counseling for prisoners paroled from county jail, and conduct electronic monitoring services for prisoners placed in Sheriff's home detention.	Annual	06/30/01
1003-00/01	Sheriff	$106,000	To provide pre-employment polygraph examinations and psychological evaluations required for peace officers; post-employment examinations and psychological services resulting from investigations and critical incidents.	Annual	06/30/01
1004-00/01	Sheriff	$121,800	To review all misdemeanor bookings, conduct interviews; work with bail commissioner, duty judge, and Sheriff's personnel to determine eligibility for supervised citation release; and provide supervision to insure individuals appear on court date.	Annual	06/30/01
1005-00/01	Sheriff	$200,000	To provide timely pick-up of prisoners throughout California and U.S. pursuant to court orders or lawful arrest warrants.	Annual	06/30/01
1006-00/01	Sheriff	$100,000	To respond to prisoner inquiries regarding legal issues; provide assistance in prisoner law libraries; provide legal references as requested and related services as directed by prisoner legal service attorney.	Annual	06/30/01
1007-00/01	Port	$40,000	To provide the City access to the Journal of Commerce Port Import Export Reporting Service (PIERS) database through an online system using the City's own terminal to obtain reports from the entire U.S. trade database.	Annual	06/30/01
1008-00/01	Human Resources	$135,000	To perform an in-depth business practice and needs assessment of workers compensation technology applications, with a remapping of business practices for administrative efficiency and cost control.	Annual	06/30/01
1009-00/01	Human Resources	$4,065,000	To provide complete workers compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, case estimate evaluation and preparation of reports.	Annual	06/30/01
1010-00/01	Human Resources	$2,000,000	To provide a range of managed care and medical cost containment services for the Workers Compensation Division, including medical bill review and repricing, PPO administration, utilization review, and case management.	Annual	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1011-00/01	Human Resources	$300,000	To provide access to and use of a proprietary workers compensation claim file management system with checkwriting capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Annual	06/30/01
1012-00/01	Human Resources	$425,000	To perform workers compensation AOE/COE and sub-rosa investigations. AOE/COE field investigations enhance claims adjuster's determinations as to whether injuries arose out of employment and/or during the course of employment.	Annual	06/30/01
4138-99/00	Human Services	$4,000,000	To provide security services for 12 department facilities consisting of controlling access to various areas, checking credentials for those seeking admittance, monitoring surveillance equipment, and intervening in hostile confrontations.	Regular	06/30/02
4139-99/00	Human Services	$200,000	To provide CalWORKs scholarship fund and recipient mentoring program management for economically disadvantaged parents to help them continue attending college successfully without income loss.	Regular	06/30/01
4141-99/00	Human Resources	$72,000	To design, layout and rewrite the Summary Plan Document for Health Plan 1 for approximately 17,000 active and retired employees. This includes addition of regulatory and compliance information currently missing from the Summary Plan Document.	Regular	06/30/00
4020-98/99	Controller	Increase Amount $100,000 New Amount $200,000	Data entry keying to meet payroll deadlines during peak periods.	Regular	06/30/01
4021-98/99	Controller	Increase Amount $130,750 New Amount $261,490	To provide expert professional technical writing services in the preparation of payroll manuals, procedures, memos, flyers, directives, and bulletins.	Regular	06/30/01
4098-97/98	Port	Increase Amount $50,000 New Amount $150,000	To assist in the formulation of financing plans, including presentations of alternative financial programs and strategies; and financial analysis and feasibility studies for real estate development alternatives at various Port sites.	Regular	03/31/01
4106-95/96	Public Transportation	Increase Amount $507,401 New Amount $3,971,359	To provide review of signal system contractor's moving block sign system design, system safety program; and provide implementation, testing and commissioning assistance for the Advanced Train Control System Project for the MUNI Metro Subway System.	Regular	04/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4140-99/00	Airport	Increase Amount $188,000 New Amount $236,000	To conduct 24-hour traffic counts on existing Airport roadways and locations at the new International Terminal for seven consecutive days during the summer period and Thanksgiving weekend. Consultant to provide summaries of the data collected.	Regular	06/30/05
4142-99/00	Controller	Increase Amount $34,000 New Amount $64,000	To provide expert editing and consulting services for government audit reports issued by the Controller's Audits Division. In addition, provide writing training through editorial comments and informal training classes on an as-needed basis.	Regular	06/30/02

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0102-00-1 Ratification of settlement agreement on future employment of Darcel Grace. (Item No. 7)

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0201-00-1 Proposed amendments to the Civil Service Commission Rules to implement Charter Section 8A (Proposition E, 11/99) creating the Municipal Transportation Agency by adding Volume IV - Civil Service Commission Rules Applicable to Service Critical Classes – Municipal Transportation Agency to become effective July 1, 2000. (Item No. 8)

Speakers: None.

Action: Post for adoption. (Vote of 3 to 0)

0840-99-6 Appeal by Maureen Randolph of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of meeting of May 15, 2000 at the request of Ms. Randolph and the Department of Human Resources. (Vote of 3 to 0)

0504-99-7 Determination of future employability: termination of provisional appointment of Raynard Hubbard, Utility Plumber Apprentice (Job Code 7463), Public Utilities Commission. (Item No. 10)

January 5, 2000:	Postpone to the meeting of February 7, 2000, at the request of the Public Utilities Commission.
February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Local 38.
March 6, 2000:	Postpone to the meeting of March 20, 2000, at the request of the Public Utilities Commission.
March 20, 2000:	Postpone to the meeting of April 3, 2000 at the request of the Public Utilities Commission.
Speakers:	None.
Action:	Off calendar. Appeal withdrawn by Plumbers Union, Local 38. Adopt the amended restrictions by the Public Utilities Commission to be placed on Mr. Hubbard's future employment with the City and County of San Francisco as follows: 1) Cancel any current examination and eligibility status; 2) Future employment with the City and County of San Francisco subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; and 3) No future employment with the Public Utilities Commission. (Vote of 3 to 0)

0161-00-7 Determination of future employability: resignation with services unsatisfactory of permanent probationary appointment of Charles Harris-Latif, Registered Nurse (Job Code 2320), Department of Public Health. (Item No. 11)

Speakers:	None.
Action:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. Mr. Harris-Latif failed to appear. (Vote of 3 to 0)

0677-99-7 **Determination of future employability: termination of Provisional appointment of Eunice Booker, Payroll Clerk (Job Code 1220), San Francisco Fire Department. (Item No. 12)**

January 5, 2000: Postpone to the meeting of March 6, 2000 at the request of the Department of Human Resources.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

Speakers: None.

Action: Off calendar pending resolution of grievance arbitration. (Vote of 3 to 0)

0870-99-7 **Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (Item No. 13)**

February 7, 2000: Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

Speakers: None.

Action: Postpone to the meeting of May 1, 2000 at the request of Mr. Miller. (Vote of 3 to 0)

REQUESTS TO SPEAK (Item No. 14)

None.

ADJOURNMENT (Item No. 15)

2:32 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

DOCUMENTS DEPT.

APR 13 2000

SAN FRANCISCO
PUBLIC LIBRARY

Monday, April 17, 2000

1:00 p.m.

Room [illegible], City Hall
1 Dr. Carlton B. Goodlett Place
[illegible]
Public Session Location

00
- Closed

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters pertaining to the Closed Session.

III. Vote on whether to hold closed session to confer with legal counsel and designated Labor Negotiator (San Francisco Administrative Code Sections 67.10 (d) and 67.10 (e)) (ACTION ITEM).

IV. Closed session pursuant to:
California Government Code Sections 54956.9 and 54957.6 and San Francisco Administrative Code Sections 67.10 (d) and 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (DISCUSSION ITEM)

Number of potential cases: one
Civil Service Commission, et al. as defendant

Vorrises v. CCSF (Claim #00775): On September 3, 1999, Mr. James D. Vorrises filed a claim for damages against the CCSF, including the Civil Service Commission, et al. pursuant to Government Code Section 910.

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)

Gene Rucker, Civil Service Commission Labor Negotiator
Organization: SEIU (Local 250, 535, and 790 miscellaneous)
Anticipated issue under negotiation: terms and conditions of employment.

V. Reconvene in open session:

A) Possible Report on Action taken in closed session (Government Code Section 54957.1 (2)(6) and San Francisco Administrative Code Sections 67.12 (b) (2) and (5). (ACTION ITEM)
B) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VII. Adjournment

Posted 04/13/00

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 412 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT RACHEL ARNSTINE O'HARA, CLERK OF THE SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102-4683 at (415) 554-6171, by fax: (415) 554-6177, by e-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
APR 13 2000
SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, April 17, 2000

1:30 p.m.

Room [illegible] City Hall
1 Dr. Carlton B. Goodlett Place
PLEASE NOTE LOCATION!!

I. Call to Order and Roll Call. (1:30 p.m.)

II. Preliminary Report from Civil Service Commission Labor Negotiator on the Results of the Survey of other California jurisdictions wages and benefits provided to similar government officials conducted under Charter Section A8.409-1 – Wages and Benefits of Elected Officials (DISCUSSION ITEM)

Recommendation: Open for Discussion

III. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Commission.

IV. Adjournment

Posted 04/13/00

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 412 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT RACHEL ARNSTINE O'HARA, CLERK OF THE SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102-4683 at (415) 554-6171, by fax: (415) 554-6177, by e-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

LOCAL GOVERNMENT
living | working | government | visiting | online services | search
go !

SAN FRANCISCO

Civil Service Commission

Explore

Home

Commission I

Meeting Inforr

Filing Appeals

Employee Rel

Rules

Merit System

Contact

Agendas/Minutes

Notice of Commission Hearing Policies and Procedures

Monday, April 17, 2000
1:00 p.m.

City Hall, Room 412
1 Dr. Carlton B. Goodlett Place

I. The Special Meeting convened at 1:16 p.m.

Present: Commissioner Donald A. Casper

Commissioner Karen Clopton (missed items I, II, III)

Commissioner Moran R. Gorrono

Commissioner Adrienne Pon

Commissioner Rosabella Safont

Commissioner Rosabella Safont presided

II. Public comment on all matters pertaining to the Closed Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel and designated Labor Negotiator (San Francisco Administrative Code Sections 67.10 (d) and 67.10 (e)) (ACTION ITEM).

Action: The Commission voted to conduct a closed session.

(Vote of 4 to 0)

Closed Session began at 1:17 p.m. and the following were present:

Karen Clopton, President

Rosabella Safont, Vice President

Donald A. Casper, Commissioner

Morgan R. Gorrono, Commissioner

Adrienne Pon, Commissioner

Kate Favetti, Executive Officer

Andrea Gourdine, Human Resources Director

Linda Marini, Manager, MSS, DHR

Gene Rucker, Labor Negotiator

Anita Sanchez, Assistant Executive Officer

Molly Stump, Deputy City Attorney

IV. Closed session held pursuant to California Government Code Sections 54956.9 and 54957.6 and San Francisco Administrative Code Sections 67.10 (d) and 67.10 (e)

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED

LITIGATION (DISCUSSION ITEM)

Number of potential cases: one

Civil Service Commission, et al. as defendant

Vorrises v. CCSF (Claim #00775): On September 3, 1999, Mr. James D. Vorrises filed a claim for damages against the CCSF, including the Civil Service Commission, et al. pursuant to Government Code Section 910.

B) CONFERENCE WITH LABOR NEGOTIATOR

(DISCUSSION ITEM)

Gene Rucker, Civil Service Commission Labor Negotiator

Organization: SEIU (Local 250, 535, and 790 miscellaneous) Anticipated issue under negotiation: terms and conditions of employment.

Closed Session ended at 2:00 p.m.

IV. The Commission reconvened in open session:

Action: The Commission voted not to disclose all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).)

(Vote of 5 to 0)

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VII. Adjournment

2:02 p.m.

Minutes of Special Meeting

Monday, April 17, 2000
1:30 p.m.

City Hall, Room 412
1 Dr. Carlton B. Goodlett Place

I. The Special Meeting convened at 2:03 p.m.

Present: Commissioner Donald A. Casper

Commissioner Karen Clopton

Commissioner Morgan R. Gorrono

Commissioner Adrienne Pon

Commissioner Rosabella Safornt

Commissioner Karen Clopton presided

II. Preliminary Report from Civil Service Commission Labor Negotiator on the Results of the Survey of other California jurisdictions wages and benefits provided to similar government officials conducted under Charter Section A8.409-1 – Wages and Benefits of Elected Officials (DISCUSSION ITEM)

Action: Received; file.

III. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Commission.

None.

IV. Adjournment

2:12 p.m.

Return to Agendas/Minutes

contact us | accessibility policy | disclaimer | privacy policy

Copyright © 2002 City & County of San Francisco. All rights reserved.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
'00 PRESIDENT

SABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

GAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 17, 2000

DOCUMENTS DEPT.
APR 12 2000
SAN FRANCISCO
PUBLIC LIBRARY

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

'AN NESS AVENUE SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 408 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Rachel Arnstine O'Hara, Clerk of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102-4683 by calling (415) 554-6171, by fax: (415)554-6177, by e-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 17, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) MINUTES

Regular Meeting of April 3, 2000

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0230-00-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4143-99/00	District Attorney	$7,855,964	To provide computer systems project management, operation support, systems analysis, programming services and expert consulting required to maintain the Family Support Bureau's automated operating system (CASES).	Regular	06/30/05
4144-99/00	Airport	$2,218,750	To provide engineering/architectural design services at the San Francisco International Airport for the extension of the AirTrain (people mover) System to Lot DD.	Regular	12/02/03
4145-99/00	Airport	$1,250,000	To conduct the Offshore Runway Construction Concepts Competition necessary to solicit and encourage environmentally sensitive, innovative ideas and solutions to the challenges of designing construction methods for runway alternatives.	Regular	09/24/00
4146-99/00	Human Services	$310,000	To conduct an academic research project on the effectiveness of certain family and children services. Research activities include formulating the research question, establishing research design and protocols for data gathering and conducting surveys.	Regular	06/30/02
4147-99/00	Human Services	$100,000	To provide 50 CalWORKs participants with Individual Development Accounts to help them build their assets (savings) and provide them with training on how to manage their assets. Contractor will provide a 2:1 match for every $1 dollar contributed.	Regular	03/31/03
4148-99/00	Building Inspection	$100,000	To provide media, educational coverage, counseling and mediation regarding code enforcement outreach program from the non-profit/private sector point of view.	Regular	06/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Amendment to Civil Service Commission Rules – Delete Rule X23 – Standing and Special Committees. (File No. 0245-00-5)

Recommendation: Adopt.

REGULAR AGENDA

(6) Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6)

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.

March 20, 2000: Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.

Recommendation: Adopt report. Deny the appeal of Mr. Lavin. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(7) Determination of future employability: termination of permanent appointment of Ruth Perry, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0164-00-7)

March 20, 2000: Postpone to the meeting of April 17, 2000 at the request of TWU, Local 250-A.

Recommendation of the Public Transportation Department:

1) Cancel any current examination eligibility status;
2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; and
3) No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(8) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0231-00-1)

(9) Progress report on Class Consolidation Project. (File No. 0232-00-1)

(10) Report on provisional appointments. (File No. 0233-00-1)

(11) REQUESTS TO SPEAK

(12) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5
4/17/00

AREN CLOPTON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
of
April 17, 2000

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
APR 2 1 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:18 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Clopton presided.

APPROVAL OF MINUTES

Regular Meeting of April 3, 2000

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

The Civil Service Commission will meet at 2:00 p.m. in Commission Meeting Room 416, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place beginning May 1, 2000 and throughout the year 2000.

0230-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4143-99/00	District Attorney	$7,855,964	To provide computer systems project management, operation support, systems analysis, programming services and expert consulting required to maintain the Family Support Bureau's automated operating system (CASES).	Regular	06/30/05
4144-99/00	Airport	$2,218,750	To provide engineering/architectural design services at the San Francisco International Airport for the extension of the AirTrain (people mover) System to Lot DD.	Regular	12/02/03
4145-99/00	Airport	$1,250,000	To conduct the Offshore Runway Construction Concepts Competition necessary to solicit and encourage environmentally sensitive, innovative ideas and solutions to the challenges of designing construction methods for runway alternatives.	Regular	09/24/00
4146-99/00	Human Services	$310,000	To conduct an academic research project on the effectiveness of certain family and children services. Research activities include formulating the research question, establishing research design and protocols for data gathering and conducting surveys.	Regular	06/30/02
4147-99/00	Human Services	$100,000	To provide 50 CalWORKs participants with Individual Development Accounts to help them build their assets (savings) and provide them with training on how to manage their assets. Contractor will provide a 2:1 match for every $1 dollar contributed.	Regular	03/31/03
4148-99/00	Building Inspection	$100,000	To provide media, educational coverage, counseling and mediation regarding code enforcement outreach program from the non-profit/private sector point of view.	Regular	06/30/00

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0245-00-5 Amendment to Civil Service Commission Rules – Delete Rule X23 – Standing and Special Committees. (Item No. 5)

Speakers: None.

Action: Adopt. (Vote of 5 to 0)

0550-99-6 Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 6)

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.
March 6, 2000:	Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.
March 20, 2000:	Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.
Speakers:	None.
Action:	Postpone to the meeting of May 1, 2000 at the request of the Department of Human Resources. (Vote of 5 to 0)

0164-00-7 Determination of future employability: termination of permanent appointment of Ruth Perry, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 7)

March 20, 2000:	Postpone to the meeting of April 17, 2000 at the request of TWU, Local 250-A.
Speakers:	None.
Action:	Postpone to the meeting of May 15, 2000 at the request of Ruth Perry. (Vote of 5 to 0)

0231-00-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 8)

Action:	Report received; file.

0232-00-1 Progress report on Class Consolidation Project. (Item No. 9)

Action:	Report received; file.

0233-00-1 Report on provisional appointments. (Item No. 10)

Action:	The Civil Service Commission congratulated the Human Resources Department and staff on the administration of examinations which resulted in the reduction of provisional employees from 4,018 in November 1998 to 1,236 in April 2000.

REQUESTS TO SPEAK (Item No. 11)

Linda Joseph, Field Representative, SEIU Local 535 and Joint Council 2 provided the Commission an update on the status of negotiations of the SEIU Citywide Collective Bargaining Agreement, Civil Service Commission carve-outs and a proposed Charter Amendment concerning retirement.

ADJOURNMENT (Item No. 12)

2:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, May 1, 2000

12:00 Noon

DOCUMENTS DEPT.
APR 27 2000
SAN FRANCISCO
PUBLIC LIBRARY

Room [illegible] City Hall
1 Dr. Carlton B. Goodlett Place
[illegible]
(PLEASE NOTE LOCATION)

I. Call to Order and Roll Call.

II. Public comment taken on any item appearing on the agenda

III. Training on the Sunshine Ordinance: Training conducted by the City Attorney's Office for new Commissioners on new provisions of the Sunshine Ordinance. (Discussion item only)

Commissioners will be provided a copy of two documents entitled "Sunshine Ordinance Notice/Agenda/Minutes Requirements" and "The Sunshine Initiative" at the training.

IV. General Public Comment on Any Matter within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment

Please Note: *Any documents referenced in this agenda will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 04/27/00

25 VAN NESS AVENUE SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 412 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

SAN FRANCISCO

Civil Service Commission

Agendas/Minutes

Monday, May 1, 2000
12:00 Noon
City Hall, Room 414
1 Dr. Carlton B. Goodlett Place

Explore
Home
Commission I
Meeting Inforr
Filing Appeals
Employee Rel
Rules
Merit System
Contact

The meeting lacked a quorum and the Special Meeting proceeded with Training on the Sunshine Ordinance with Commissioner Donald A. Casper and Commissioner Rosabella Safont present.

I. Public comment taken on any item appearing on the agenda

II. Training on the Sunshine Ordinance: Training conducted by the City Attorney's Office for new Commissioners on new provisions of the Sunshine Ordinance. (Discussion item only)

Commissioners were provided a copy of two documents entitled "Sunshine Ordinance Notice/Agenda/Minutes Requirements" and "The Sunshine Initiative" at the training.

IV. General Public Comment on Any Matter within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment

Please Note: Any documents referenced in this agenda are available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Action: The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Sections 67.12 (b) (5).

(Vote of 3 to 0)

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VII. Adjournment

2:00 p.m.

Return to Agendas/Minutes

contact us | accessibility policy | disclaimer | privacy policy

Copyright © 2002 City & County of San Francisco. All rights reserved.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

APR 27 2000

SAN FRANCISCO
PUBLIC LIBRARY

Agenda and Notice of Special Meeting – Closed Session

Monday, May 1, 2000

1:30 p.m.

Room [illegible] City Hall
1 Dr. Carlton B. Goodlett Place

Please Note Location

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters pertaining to the Closed Session.

III. Vote on whether to hold closed session to confer with legal counsel and designated Labor Negotiator (San Francisco Administrative Code Sections 67.10 (e)) (ACTION ITEM).

IV. Closed session pursuant to:
California Government Code Sections 54957.6 and San Francisco Administrative Code Sections 67.10 (e).

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)

Gene Rucker, Civil Service Commission Labor Negotiator
Organization: SEIU (Local 250, 535, and 790 miscellaneous)
Anticipated issue under negotiation: terms and conditions of employment.

Prior to the meeting Commissioners were provided a copy of Charter Section A8.409-3 and a letter dated April 7, 2000 from Linda Joseph, SEIU regarding Civil Service Proposals.

V. Reconvene in open session:

A) Possible Report on Action taken in closed session (Government Code Section 54957.1 (2)(6) and San Francisco Administrative Code Sections 67.12 (b) (5). (ACTION ITEM)

B) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VII. Adjournment

Posted 04/27/00

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 412 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

SAN FRANCISCO

Civil Service Commission

Agendas/Minutes

Monday, May 1, 2000
1:30 p.m.
City Hall, Room 414
1 Dr. Carlton B. Goodlett Place

I. The Special Meeting convened at 1:40 p.m.

Present: Commissioner Donald A. Casper

Commissioner Morgan R. Gorrono

Commissioner Rosabella Safont

Excused: Commissioner Karen Clopton

Commissioner Adrienne Pon

Commissioner Rosabella Safont presided.

II. Public comment on all matters pertaining to the Closed Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel and designated Labor Negotiator (San Francisco Administrative Code Sections 67.10 (e)) (ACTION ITEM).

Action: The Commission voted to conduct a closed session.

(Vote of 3 to 0)

Closed Session began at 1:42 p.m. and the following were present:

Rosabella Safont, Vice President

Donald A. Casper, Commissioner

Morgan R. Gorrono, Commissioner

Kate Favetti, Executive Officer, CSC

Michele Modena, Deputy Director, Admin. Svcs., DHR

Janet Richardson, Deputy City Attorney

Gene Rucker, Labor Negotiator, CSC

Anita Sanchez, Assistant Executive Officer, CSC

Ted Yamasaki, Personnel Officer, DHR

IV. Closed session pursuant to:

California Government Code Sections 54957.6 and San Francisco Administrative Code Sections 67.10 (e).

A) CONFERENCE WITH LABOR NEGOTIATOR

(DISCUSSION ITEM)

Gene Rucker, Civil Service Commission Labor Negotiator

Organization: SEIU (Local 250, 535, and 790 miscellaneous)

Anticipated issue under negotiation: terms and conditions of employment.

Prior to the meeting Commissioners were provided a copy of Charter Section A8.409-3 and a letter dated April 7, 2000 from Linda Joseph, SEIU regarding Civil Service Proposals.

Closed Session ended at 1:55 p.m.

V. The Commission reconvened in open session:

A. Possible Report on Action taken in closed session (Government Code Section 54957.1 (2)(6) and San Francisco Administrative Code Sections 67.12 (b) (5). (ACTION ITEM)

No action was taken in Closed Session.

B. Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).)

Action: The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Sections 67.12 (b) (5).

(Vote of 3 to 0)

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VII. Adjournment

2:00 p.m.

Return to Agendas/Minutes

contact us | accessibility policy | disclaimer | privacy policy

Copyright © 2002 City & County of San Francisco. All rights reserved.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

/00

KAREN CLOPTON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
APR 27 2000
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
of
May 1, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requester will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requester from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. Accessible curb side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Rachel Arnstine O'Hara, Clerk of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102-4683 by calling (415) 554-6171, by fax: (415)554-6177, by e-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 1, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) APPROVAL OF MINUTES

Regular Meeting of April 17, 2000

Recommendation: Adopt.

Special Meeting of April 17, 2000 1:00 p.m.

Recommendation: Adopt

Special Meeting of April 17, 2000 1:30 p.m.

Recommendation: Adopt

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0270-00-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4149-99/00	Sheriff	$1,000,000	To provide classes in GED, relapse prevention, substance abuse, parenting, domestic violence and violence prevention. Services to include acupuncture, administrative support for records management, horticulture lectures, and counseling services.	Regular	06/30/01
4150-99/00	Public Health	$580,800	To provide storage and retrieval services for approximately 32,500 linear feet to store off-site medical records for the City and County of San Francisco and its Departments to comply with local, state and federal regulations.	Regular	06/30/02
4151-99/00	Mayor's Office of Housing	$120,000	To recruit licensed contractors to participate in the City's Lead Hazard Control Program for child care service providers and single family rehabilitation programs; perform community outreach; and conduct informational meetings.	Regular	06/30/02
4152-99/00	Airport	$250,000	To remove vegetation and tules in South Lomita Canal on Airport owned property in the City of Millbrae. Contractor to pick-up and dispose of debris and provide firebreaks between Airport property and adjacent private homeowners.	Regular	04/30/01
4153-99/00	Airport	$2,000,000	To provide advanced cost and control services for the Runway Reconfiguration Program. Services to include preparation of summary level, detailed schedule and trend reports; monitor costs and payments to contractors.	Regular	04/17/01
4154-99/00	Airport	$158,901	To assist Airport and DPW staff in preparing conceptual site plan for the proposed Multi-Modal Transportation Center located on San Francisco International Airport Lot DD.	Regular	10/01/00
4155-99/00	Airport	$800,000	To assess potential mitigation sites and develop mitigation plans associated with a reconfigured airfield and runway system.	Regular	12/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4156-99/00	City Administrator's Office	$98,000	To promote the City's purchase and utilization of non-hazardous chemicals instead of currently utilized hazardous products; and educate and train departmental contacts about alternatives.	Regular	06/30/02
4157-99/00	Public Administrator Guardian	$330,000	To provide specialized case management and court accounting software and support according to California Probate, and Welfare and Institutions Codes.	Regular	05/31/04
4158-99/00	Public Works	$300,000	To provide engineering services necessary to seismically upgrade the San Francisco General Plant Services Building. Services to include structural analysis, structural redesign, drawing conversion, and structural peer review response.	Regular	12/31/02
4159-99/00	Public Works	$1,500,000	To provide geotechnical engineering services which includes performing field investigations, preparing reports and making recommendations for the design of building/bridge foundation, retaining wall systems, embankments and improved ground.	Regular	08/31/03
4160-99/00	Mayor's Office-Business & Economic Development	$82,000	To collaborate with community-based employment training and placement agencies to identify qualified, but economically disadvantaged construction workers. To place and counsel workers on projects financed by the Seismic Safety Loan Program.	Regular	06/30/00
4002-98/99	Human Resources	Increase Amount $200,000 New Amount $334,000	To provide health benefit plan actuarial service as required by the Charter.	Regular	06/30/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

(5) Ratification of settlement agreement on future employment of Nathan M. Szajnberg. (File No. 0271-00-1)

Recommendation: Approve.

(6) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2000-2001. (File No. 0214-00-3)

Recommendation: Adopt report; certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedule in the six Bay Area Counties (Public & Private) in effect on April 15, 2000.

(7) **Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (File No. 0870-99-7)**

February 7, 2000: Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

April 3, 2000: Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department.

REGULAR AGENDA

(8) **Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2000-2001 in accordance with Charter Section A8.409-1. (File No. 0272-00-3)**

Recommendation: Open for discussion; forward Commission action to the Mayor's Office for inclusion in the FY 2000-2001 budget for transmittal to the Board of Supervisors on June 1, 2000.

(9) **Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (File No. 0182-00-3)**

Recommendation: Adopt report. Sustain the decision of the Human Resources Director on the definition of Battery Leave.

(10) **Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0174-00-6)**

Recommendation: Adopt report. Deny the appeal of Ms. Journette. Sustain the decision of the Human Resources Director.

(11) Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6)

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.
March 6, 2000:	Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.
March 20, 2000:	Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.
April 17, 2000:	Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.
Recommendation:	Adopt report. Deny the appeal of Mr. Lavin. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability: disciplinary release of entrance probationary appointment of Rodney Wilson, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0279-00-7)

Recommendation of the Public Transportation Department:

1) Cancel any current examination eligibility status for Transit Operator (Job Code 9163);
2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;
3) Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources designated substance abuse professional; and
4) No future employment with the Public Transportation Department.

(13) **Determination of future employability: disciplinary release of entrance probationary appointment of Juanita Befford, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0204-00-7)**

Recommendation of the Public Transportation Department:

1) Cancel any current examination eligibility status for Transit Operator (Job Code 9163); and
2) No future employment with the Public Transportation Department that requires a Class B or BP Drivers License.

(14) **Determination of future employability: resignation with service unsatisfactory of permanent appointment of Leonard Gee, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0279-00-7)**

Recommendation of the Public Transportation Department:

1) Accept the resignation as certified;
2) Cancel any current examination and eligibility status for Transit Operator (Job Code 9163)

(15) EXECUTIVE OFFICER'S REPORT

Future directions on Civil Service Commission Rules and Policies regarding employment restrictions. (File No. 0285-00-1)

(16) REQUEST TO SPEAK

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

00

AREN CLOPTON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
May 1, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

MAY - 8 2000

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

APPROVAL OF MINUTES

Regular Meeting of April 17, 2000

Action: Adopt. (Vote of 3 to 0)

Special Meeting of April 17, 2000 1:00 p.m.

Action: Adopt. (Vote of 3 to 0)

Special Meeting of April 17, 2000 1:30 p.m.

Action: Adopt. (Vote of 3 to 0)

AN NESS AVENUE SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

ANNOUNCEMENTS

Civil Service Commission Rules - Volume IV Applicable to Service-Critical Classes - Municipal Transportation Agency will be calendared for the May 15, 2000 meeting.

0270-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4149-99/00	Sheriff	$1,000,000	To provide classes in GED, relapse prevention, substance abuse, parenting, domestic violence and violence prevention. Services to include acupuncture, administrative support for records management, horticulture lectures, and counseling services.	Regular	06/30/01
4150-99/00	Public Health	$580,800	To provide storage and retrieval services for approximately 32,500 linear feet to store off-site medical records for the City and County of San Francisco and its Departments to comply with local, state and federal regulations.	Regular	06/30/02
4151-99/00	Mayor's Office of Housing	$120,000	To recruit licensed contractors to participate in the City's Lead Hazard Control Program for child care service providers and single family rehabilitation programs; perform community outreach; and conduct informational meetings.	Regular	06/30/02
4152-99/00	Airport	$250,000	To remove vegetation and tules in South Lomita Canal on Airport owned property in the City of Millbrae. Contractor to pick-up and dispose of debris and provide firebreaks between Airport property and adjacent private homeowners.	Regular	04/30/01
4153-99/00	Airport	$2,000,000	To provide advanced cost and control services for the Runway Reconfiguration Program. Services to include preparation of summary level, detailed schedule and trend reports; monitor costs and payments to contractors.	Regular	04/17/01
4154-99/00	Airport	$158,901	To assist Airport and DPW staff in preparing conceptual site plan for the proposed Multi-Modal Transportation Center located on San Francisco International Airport Lot DD.	Regular	10/01/00
4155-99/00	Airport	$800,000	To assess potential mitigation sites and develop mitigation plans associated with a reconfigured airfield and runway system.	Regular	12/31/01
4156-99/00	City Administrator's Office	$98,000	To promote the City's purchase and utilization of non-hazardous chemicals instead of currently utilized hazardous products; and educate and train departmental contacts about alternatives.	Regular	06/30/02
4157-99/00	Public Administrator Guardian	$330,000	To provide specialized case management and court accounting software and support according to California Probate, and Welfare and Institutions Codes.	Regular	05/31/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4158-99/00	Public Works	$300,000	To provide engineering services necessary to seismically upgrade the San Francisco General Plant Services Building. Services to include structural analysis, structural redesign, drawing conversion, and structural peer review response.	Regular	12/31/02
4159-99/00	Public Works	$1,500,000	To provide geotechnical engineering services which includes performing field investigations, preparing reports and making recommendations for the design of building/bridge foundation, retaining wall systems, embankments and improved ground.	Regular	08/31/03
4160-99/00	Mayor's Office-Business & Economic Development	$82,000	To collaborate with community-based employment training and placement agencies to identify qualified, but economically disadvantaged construction workers. To place and counsel workers on projects financed by the Seismic Safety Loan Program.	Regular	06/30/00
4002-98/99	Human Resources	Increase Amount $200,000 New Amount $334,000	To provide health benefit plan actuarial service as required by the Charter.	Regular	06/30/01

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0271-00-1 Ratification of settlement agreement on future employment of Nathan M. Szajnberg. (Item No. 5)

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0214-00-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2000-2001. (Item No. 6)

Speakers: None.

Action: Adopt report; certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedule in the six Bay Area Counties (Public & Private) in effect on April 15, 2000. (Vote of 3 to 0)

0870-99-7 Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (Item No. 7)

February 7, 2000:	Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.
March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
April 3, 2000:	Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.
Speakers:	None.
Action:	Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department. (Vote of 3 to 0)

0272-00-3 Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2000-2001 in accordance with Charter Section A8.409-1. (Item No. 8)

Speakers: Gene Rucker, Civil Service Commission, Labor Negotiator

Action:

1) Except for members of the Board of Supervisors, effective July 1, 2000, the salary for elected officials to be increased 4.3% cost-of-living adjustment to reflect the change in Consumer Price Index (CPI).
2) In addition, extend to elected officials, except members of the Board of Supervisors, all benefits granted by the contract between the Municipal Executives Association and the City & County of San Francisco. Health and retirement benefits for members of the Board of Supervisors in accordance with amended Charter provisions (Prop D - 3/2000).
3) Forward to the Mayor's Office for inclusion in the FY 2000-01 budget for transmittal to the Board of Supervisors on June 1, 2000. (Vote of 3 to 0)

0182-00-3 Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (Item No. 9)

Speakers:	Fred Howell, Department of Human Resources Rubin Gibson Andre Spearman, SEIU Local 790
Action:	Postpone to the meeting of May 15, 2000 pending additional information from the Department of Human Resources regarding the definition of assault/battery leave. (Vote of 3 to 0)

0174-00-6 Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 10)

Speakers:	None.
Action:	Postpone to the meeting of May 15, 2000 at the request of SEIU Local 790. (Vote of 3 to 0)

0550-99-6 Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 11)

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.
March 6, 2000:	Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.
March 20, 2000:	Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.
April 17, 2000:	Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.
Speakers:	None.
Action:	Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department. (Vote of 3 to 0)

0279-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Rodney Wilson, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 12)**

Speakers: None.

Action: 1) Cancel any current examination eligibility status for Transit Operator (Job Code 9163); 2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service;
3) Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources designated substance abuse professional; and 4) No future employment with the Public Transportation Department. Mr. Wilson failed to appear.
(Vote of 3 to 0)

0204-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Juanita Befford, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 13)**

Speakers: Faith Van Putten, Public Transportation Department
Juanita Befford
George Wood, TWU Local 250-A

Action: 1) Cancel any current examination eligibility status for Transit Operator (Job Code 9163); and 2) No future employment with the Public Transportation Department that requires a Class B or BP Drivers License.
(Vote of 3 to 0)

0155-00-7 **Determination of future employability: resignation with service unsatisfactory of permanent appointment of Leonard Gee, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 14)**

Speakers: Faith Van Putten, Public Transportation Department
Leonard Gee
George Wood, TWU Local 250-A

Action: 1) Accept the resignation as certified; and 2) Cancel any current examination and eligibility status for Transit Operator (Job Code 9163). (Vote of 3 to 0)

EXECUTIVE OFFICER'S REPORT (Item No. 15)

0285-00-1 **Future directions on Civil Service Commission Rules and Policies regarding employment restrictions. (Item No. 15)**

Speakers:	None.
Action:	Report received; file. (Vote of 3 to 0)

REQUESTS TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 16)

1. Juanita Befford addressed the Commission regarding the delay of her request for hearing before the Accident Review Board on her matter.

2. George Wood, TWU Local 250-A indicated that the Transport Workers' Union (TWU) agreement does not distinguish between probationary, part-time, or full-time but only makes reference to 9163 Transit Operator.

ADJOURNMENT (Item No. 17)

3:06 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

AREN CLOPTON
PRESIDENT

ABELLA SAFONT
ICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

AGENDA

Regular Meeting
of
May 15, 2000

DOCUMENTS DEPT.
MAY 1 1 2000
SAN FRANCISCO
PUBLIC LIBRARY

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

N NESS AVENUE SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 15, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Karen Clopton
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) APPROVAL OF MINUTES

Regular Meeting of May 1, 2000

Recommendation: Adopt.

Special Meeting of May 1, 2000 12:00 p.m.

Recommendation: Adopt.

Special Meeting of May 1, 2000 1:30 p.m.

Recommendation: Adopt.

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0316-00-8)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2003-99/00	Public Health	$8,800,000	To provide an array of mental health and wrap-around support services by over 100 agencies on an as-needed basis to treat severely emotionally-disturbed children and their families.	Continuing	06/30/04
4161-99/00	Port	$120,000	To provide as-needed legal counsel on matters related to debt structure and analysis of proposed and actual Port development projects.	Regular	05/31/03
4162-99/00	Public Health	$75,000	To provide on-call and scheduled sign language interpretation and translation services to support City personnel in providing services to deaf and/or hearing impaired persons in San Francisco.	Regular	06/30/02
4163-99/00	Public Utilities Commission (Water)	$900,000	To provide laboratory testing for drinking water, wastewater, groundwater, soils, hazardous waste, etc., to ensure regulatory compliance required by Federal and State agencies.	Regular	06/01/04

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

(5) **Proposed amendment to Civil Service Commission Rule 14 - Appointments, Article VII - Employment in Deputy Sheriff (Job Code 8304) and Deputy Sheriff I (Job Code 8302), Section 14.38 - Probationary period of Deputy Sheriff I (Job Code 8302), Section 14.38.1. (File No. 0311-00-5)**

February 7, 2000:	Post for adoption.
Recommendation:	Adopt amendment.

(6) **Civil Service Commission Rules - Volume IV Applicable to Service Critical Classes - Municipal Transportation Agency. (File No. 0201-00-1)**

April 3, 2000:	Post for adoption.
Recommendation:	Adopt.

(7) **Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (File No. 0870-99-7)**

February 7, 2000:	Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.
March 6, 2000:	Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.
April 3, 2000:	Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.
May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department.
May 15, 2000:	Off calendar pending resolution of litigation.

REGULAR AGENDA

(8) **Report from the Department of Human Resources on General Analysis of Special Assistants. (File No. 0312-00-1)**

Recommendation:	Open for discussion.

(9) **Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0174-00-6)**

May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
Recommendation:	Adopt report. Deny the appeal of Ms. Journette. Sustain the decision of the Human Resources Director.

(10) **Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (File No. 0182-00-3)**

May 1, 2000:	Postpone to the meeting of May 15, 2000 pending additional information from the Department of Human Resources regarding the definition of assault/battery leave.
Recommendation:	Adopt report. Sustain the decision of the Human Resources Director on the definition of Battery Leave.

(11) **Appeal by Maureen Randolph of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0840-99-6)**

April 3, 2000:	Postpone to the meeting of May 15, 2000 at the request of Ms. Randolph and the Department of Human Resources.
Recommendation:	Adopt report. Deny the appeal of Ms. Randolph. Sustain the decision of the Human Resources Director.

(12) **Appeal by Orlando Tolbert of the Human Resources Director's decision to dismiss the discrimination complaint. (File No. 0798-99-6)**

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Mr. Tolbert.

0798-99-6 **(continued)**

March 6, 2000: Postpone pending additional information requested by the Commission on:

(1) current and past job descriptions for Mr. Tolbert;
(2) the steps the department took to locate the Job Analysis Questionnaire (JAQ);
(3) the actual duties performed by Mr. Tolbert as reflected on the JAQ at the time, and
(4) the narrowing of Mr. Tolbert's assigned duties when the purpose of the reorganization was the cross-training of staff.

Recommendation: Adopt report of December 29, 1999 and addendum. Deny the appeal of Mr. Tolbert. Sustain the decision of the Human Resources Director.

(13) Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6)

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.

March 20, 2000: Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.

April 17, 2000: Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.

Recommendation: Adopt report. Deny the appeal of Mr. Lavin. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) Determination of future employability: automatic resignation of permanent appointment of Ruth Perry, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0098-00-7)

March 20, 2000:	Postpone to the meeting of April 17, 2000 at the request of TWU Local 250-A.
April 17, 2000:	Postpone to the meeting of May 15, 2000 at the request of TWU Local 250-A.

Recommendation of the Public Transportation Department:

1) Cancel any current examination eligibility status;
2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service;
3) No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(15) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0313-00-1)

(16) Report on provisional appointments. (File No. 0314-00-1)

(17) Progress report on Class Consolidation Project. (File No. 0315-00-1)

(18) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.

(19) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

/00

AREN CLOPTON
PRESIDENT

ABELLA SAFONT
/ICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

MINUTES

Regular Meeting
May 15, 2000

2:00 p.m.
Room 416, City Hall

DOCUMENTS DEPT.

MAY 1 9 2000

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:04 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Karen Clopton	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Present

Commissioner Clopton presided.

APPROVAL OF MINUTES

Regular Meeting of May 1, 2000

Action: Adopt. (Vote of 4 to 0)

Special Meeting of May 1, 2000 12:00 p.m.

Action: Adopt. (Vote of 4 to 0)

Special Meeting of May 1, 2000 1:30 p.m.

Action: Adopt. (Vote of 4 to 0)

0316-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2003-99/00	Public Health	$8,800,000	To provide an array of mental health and wrap-around support services by over 100 agencies on an as-needed basis to treat severely emotionally-disturbed children and their families.	Continuing	06/30/04
4161-99/00	Port	$120,000	To provide as-needed legal counsel on matters related to debt structure and analysis of proposed and actual Port development projects.	Regular	05/31/03
4162-99/00	Public Health	$75,000	To provide on-call and scheduled sign language interpretation and translation services to support City personnel in providing services to deaf and/or hearing impaired persons in San Francisco.	Regular	06/30/02
4163-99/00	Public Utilities Commission (Water)	$900,000	To provide laboratory testing for drinking water, wastewater, groundwater, soils, hazardous waste, etc., to ensure regulatory compliance required by Federal and State agencies.	Regular	06/01/04

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0311-00-5 Proposed amendment to Civil Service Commission Rule 14 - Appointments, Article VII - Employment in Deputy Sheriff (Job Code 8304) and Deputy Sheriff I (Job Code 8302), Section 14.38 - Probationary period of Deputy Sheriff I (Job Code 8302), Section 14.38.1. (Item No. 5)

February 7, 2000: Post for adoption.

Speakers: None.

Action: Adopt amendment. (Vote of 4 to 0)

0201-00-1 Civil Service Commission Rules - Volume IV Applicable to Service Critical Classes - Municipal Transportation Agency. (Item No. 6)

April 3, 2000: Post for adoption.

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0870-99-7 Determination of future employability: termination of provisional appointment of Stanley Miller, Swimming Instructor (Job Code 3208) and Pool Lifeguard (Job Code 3212), Recreation and Park Department. (Item No. 7)

February 7, 2000: Postpone to the meeting of March 6, 2000 at the request of Sheila Sexton, Attorney.

March 6, 2000: Postpone to the meeting of April 3, 2000 at the request of Sheila Sexton, Attorney.

April 3, 2000: Postpone to the meeting of May 1, 2000 at the request of Mr. Miller.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Recreation and Park Department.

Speakers: None.

Action: Off calendar pending resolution of litigation. (Vote of 4 to 0)

0312-00-1 Report from the Department of Human Resources on General Analysis of Special Assistants. (Item No. 8)

Speakers: Linda Marini, Department of Human Resources
Duane Reno, Attorney
David Novogrodsky, IFPTE, Local 21

Action: Report accepted and approved. (Vote of 4 to 0)

0174-00-6 Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 9)

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.

Speakers: None.

Action: Postpone to the meeting of June 5, 2000 at the request of Jano Oscherwitz, SEIU, Local 790. (Vote of 4 to 0)

0182-00-3 Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (Item No. 10)

May 1, 2000: Postpone to the meeting of May 15, 2000 pending additional information from the Department of Human Resources regarding the definition of assault/battery leave.

Speakers: None.

Action: Postpone to the meeting of June 5, 2000 at the request of the Department of Human Resources. (Vote Of 4 to 0)

0840-99-6 Appeal by Maureen Randolph of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 11)

April 3, 2000: Postpone to the meeting of May 15, 2000 at the request of Ms. Randolph and the Department of Human Resources.

Speakers: None.

Action: Postpone to the meeting of June 5, 2000 at the request of Ms. Randolph. The Commission stipulated that this will be the last continuance granted. (Vote of 4 to 0)

0798-99-6 Appeal by Orlando Tolbert of the Human Resources Director's decision to dismiss the discrimination complaint. (Item No. 12)

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Mr. Tolbert.

March 6, 2000: Postpone pending additional information requested by the Commission on:

(1) current and past job descriptions for Mr. Tolbert;
(2) the steps the department took to locate the Job Analysis Questionnaire (JAQ);
(3) the actual duties performed by Mr. Tolbert as reflected on the JAQ at the time, and
(4) the narrowing of Mr. Tolbert's assigned duties when the purpose of the reorganization was the cross-training of staff.

Speakers: James Bryant, SEIU Local 790 expressed his opposition to continue the item and requested it be heard today.

Action: Postpone to the meeting of June 5, 2000 at the request of the Department of Human Resources. (Vote of 4 to 0)

0550-99-6 Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 13)

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.

March 20, 2000: Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.

April 17, 2000: Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.

Speakers: None.

Action: Postpone to the meeting of June 19, 2000 at the request of the Public Transportation Department. (Vote of 4 to 0)

0098-00-7 Determination of future employability: automatic resignation of permanent appointment of Ruth Perry, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 14)

March 20, 2000: Postpone to the meeting of April 17, 2000 at the request of TWU Local 250-A.

April 17, 2000: Postpone to the meeting of May 15, 2000 at the request of TWU Local 250-A.

Speakers: None.

Action: Postpone to the meeting of July 17, 2000 at the request of Ms. Perry. The Commission stipulated that this will be the last continuance granted. (Vote of 4 to 0)

0313-00-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 15)

Action: Report received; file.

0314-00-1 Report on provisional appointments. (Item No. 16)

Action: The Civil Service Commission congratulated the Department of Human Resources and staff on the administration of examinations which resulted in the reduction of provisional employees from 4,018 in November 1998 to 1,236 in April 2000 and 1,111 in May 2000. Report received; file.

0315-00-1 Progress report on Class Consolidation Project. (Item No. 17)

Action: Report received; file.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION. (Item No. 18)

None.

ADJOURNMENT

2:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
JUN - 1 2000
SAN FRANCISCO
PUBLIC LIBRARY

Agenda and Notice of Special Meeting – Open Session

Monday, June 5, 2000

1:30 p.m.

Room [illegible], City Hall
1 Dr. Carlton B. Goodlett Place
[illegible]

I. Call to Order and Roll Call.

II. Public comment taken on any item appearing on the agenda

III. Review of final results on Goals and Objectives for 1999-2000 for Kate Favetti, Executive Officer, Civil Service Commission. (Action item)

Commissioners have been provided with copies of the updated status on the Management Performance Review, past progress reports on Civil Service Commission Department performance and a Rating Summary Form. The Commission will be provided with the Appeals Processing and Resolution Summary at this meeting.

IV. General Public Comment on Any Matter within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment

Please Note: Any documents referenced in this agenda will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 06/05/00

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 412 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

LOCAL GOVERNMENT
living | working | government | visiting | online services | search
go !

Civil Service Commission

Agendas/Minutes

Monday, June 5, 2000

1:30 p.m.

Meeting canceled due to lack of quorum.

I. Call to Order and Roll Call.

II. Public comment taken on any item appearing on the agenda

III. Review of final results on Goals and Objectives for 1999-2000 for Kate Favetti, Executive Officer, Civil Service Commission. (Action item)

Commissioners have been provided with copies of the updated status on the Management Performance Review, past progress reports on Civil Service Commission Department performance and a Rating Summary Form. The Commission will be provided with the Appeals Processing and Resolution Summary at this meeting.

IV. General Public Comment on Any Matter within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment

Please Note: Any documents referenced in this agenda will be made available for public inspection at the Civil Service Commission office located at
25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Return to Agendas/Minutes

Explore
Home
Commission I
Meeting Inforr
Filing Appeals
Employee Rel
Rules
Merit System

Contact

contact us | accessibility policy | disclaimer | privacy policy

Copyright © 2002 City & County of San Francisco. All rights reserved.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

JUN - 1 2000

SAN FRANCISCO
PUBLIC LIBRARY

/00

AREN CLOPTON
PRESIDENT

ABELLA SAFONT
ICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

AGENDA

**Regular Meeting
of
June 5, 2000**

**Room 416, City Hall
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE
JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 5, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Karen Clopton
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 15, 2000

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS – Action Item

Recommendation: Postpone to the meeting of June 19, 2000.

COMMENDATIONS AGENDA

(6) **Commendation for Florenda Parinas, Senior Personnel Analyst, Public Utilities Commission on her retirement after 25 years of service to the City and County of San Francisco. (File No. 0358-00-1) - Action Item**

Recommendation: Approve.

(7) **Commendation for Willie B. Eashman, Automotive Service Worker Assistant Supervisor, Public Transportation Department celebrating his 52 years of service to the City and County of San Francisco. (File No. 0372-00-1) - Action Item**

Recommendation: Approve.

(8) **Commendation for Aimee Exnicios, Supervising Probation Officer, Juvenile Probation celebrating her 50 years of service to the City and County of San Francisco. (File No. 0373-00-1) - Action Item**

Recommendation: Approve.

(9) **Commendation for Mark Dolan, Institution Utility Worker, Community Health Network – Laguna Honda Hospital celebrating his 50 years of service to the City and County of San Francisco. (File No. 0374-00-1) - Action Item**

Recommendation: Approve.

(10) **Commendation for Joe Corbin, Parking Meter Repair Supervisor, Parking and Traffic Department celebrating his 50 years of service to the City and County of San Francisco. (File No. 0375-00-1) - Action Item**

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Review of requests for approval of proposed personal services contracts. (File No. 0359-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4165-99/00	Sheriff	$110,206	To provide testing and consultation for the Sheriff's Department Promotive Sworn Personnel classifications including Senior Deputy Sheriff (Job Code 8306), Sheriff's Sergeant (Job Code 8308), and Chief Deputy (Job Code 8314).	Regular	01/01/02
4166-99/00	Sheriff	$94,794	To provide testing and consultation for the Sheriff's Department Sworn Personnel classifications including Deputy Sheriff I (Job Code 8302), Sheriff's Lieutenant (Job Code 8310), and Sheriff's Captain (Job Code 8312).	Regular	01/01/02
4167-99/00	Police	$589,886	To provide crime prevention services such as organizing neighborhood watch groups; conducting residential and commercial security surveys; and providing presentations on personal safety, robbery, burglary, and workplace violence.	Regular	06/30/01
4168-99/00	Telecommunication & Information Services	$150,000	To provide system software and special technical support services in the following areas: Custom Information Control System upgrade and migration; Operating System upgrades and customization; and FAMIS technical system support.	Regular	06/30/01
4169-99/00	Telecommunication & Information Services	$127,500	To provide highly specialized advanced training in personal computer and network programs for DTIS staff and City departments. Programs included are MS Access, MS Excel, MS PowerPoint, MS Project, MS Word, WordPerfect, and Paradox.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4170-99/00	Telecommunication & Information Services	$150,000	To develop and write the information technology strategic plan and policies for the Committee on Information Technology (COIT).	Regular	06/30/01
4171-99/00	Telecommunication & Information Services	$600,000	To assist existing DTIS cabling staff during periods of heavy workload. To perform basic telecommunications wiring and cabling work for different installation types.	Regular	06/30/01
4172-99/00	Telecommunication & Information Services	$150,000	To provide various types of networking services. Work to include equipment installation and customization; network design assistance; router installation and customization; and off-hour emergency support.	Regular	06/30/01
4173-99/00	Telecommunication & Information Services	$904,650	To provide technical expertise to implement Retirement's new PeopleSoft Pension Administration system. Services to include analysis, design, coding, testing, and documentation of external processes and interface programs.	Regular	06/30/01
4174-99/00	Telecommunication & Information Services	$297,254	To analyze, design, code, test, document, and implement database enhancements and program changes to Retirement's Member Accounting System.	Regular	06/30/01
4175-99/00	Telecommunication & Information Services	$489,600	To provide business and systems analysis, and design expertise to implement Retirement's new PeopleSoft Pension Administration system. In addition, analyze workflow to replace legacy Member Accounting system and retrofit current Benefit Payment system.	Regular	06/30/01
4176-99/00	Telecommunication & Information Services	$1,654,000	To provide expert project management and systems analysis services for the Court Management System (CMS) Replacement Project.	Regular	06/30/01
4177-99/00	Telecommunication & Information Services	$75,000	To assist with the implementation of computer software for the Integrated Property Assessor-Recorder, Controller, Treasurer-Tax Collector (INPACT) system on an IBM AS/400 minicomputer.	Regular	06/30/01
4178-99/00	Airport	$7,587,000	To provide credentialed, certified, and experienced Help Desk, Network Operations Center, Telecommunication Technicians and Specialist staff to ensure the effective operations of the voice and data infrastructure of the new International Terminal Complex.	Regular	06/05/02
4179-99/00	Airport	$72,000	To analyze issues and lobby the California State Legislature on matters impacting the Airport.	Regular	06/30/01
4180-99/00	Airport	$360,000	To research, design and implement a public information program focused in San Mateo County to support the Runway Reconfiguration Program.	Regular	05/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4181-99/00	Telecommunication & Information Services	$190,000	To provide technical writing to develop complete project documentation in support of the Employees' Retirement Member Accounting, Benefit Payment, and Pension Administration Systems.	Regular	06/30/01
4182-99/00	Airport	$72,000	To monitor, analyze and advocate Airport related Federal Legislation; and interact with members of Congress.	Regular	06/30/01
4183-99/00	Airport	$100,000	To increase international flight activity and economic growth for the greater San Francisco Bay Area. Services to include an integrated media outreach and public affairs program.	Regular	06/30/01
4184-99/00	Airport	$300,000	To continue the development and implementation of an international strategic marketing alliance with the Airport to increase international air, tourist and trade traffic. Contractor to open additional joint offices in Sydney, London, and Frankfurt.	Regular	06/30/01
4185-99/00	Airport	$135,000	To provide consultant services to evaluate parking Pay-On-Foot system including equipment requirements, estimated capital and maintenance costs, and plan for deployment and installation.	Regular	06/01/01
4187-99/00	Telecommunication & Information Services	$178,300	To develop and implement a data warehouse for the Department of Human Services. Work to include developing strategy and technical architecture; and implementing the Oracle Child Welfare System data store.	Regular	06/30/01
4188-99/00	Telecommunication & Information Services	$150,000	To participate in the new development of PC and Web-based applications in support of the DPW Bureau of Street Use and Mapping. Services to include analyzing technical requirements and data design; and writing technical programming specifications.	Regular	06/30/01
4189-99/00	Telecommunication & Information Services	$234,240	To assist with the elimination of the backlog of production support Service Requests (BTS/Tax Collector). Services to include requirement analysis, writing, programming specifications, and documenting new modifications and solutions to existing problems.	Regular	06/30/01
4190-99/00	Telecommunication & Information Services	$140,000	To assist the City in assessing the demand for advanced telecommunications services in the external marketplace, and identifying the telecommunications needs of the community and City departments.	Regular	06/30/01
4191-99/00	Telecommunication & Information Services	$915,000	To provide expert consultant and technical programming services for the Court Management Systems (CMS) Project. To maintain application systems and design; and implement tasks as assigned by the CMS Policy Committee.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4193-99/00	Juvenile Probation	$60,000	To provide a comprehensive overview of the policies and practices the Juvenile Probation Department uses to deal with overcrowding. Contractor will make recommendations based on national overcrowding models that have worked in other parts of the country.	Regular	06/30/01
4194-99/00	Juvenile Probation	$54,000	To provide life skills training, support groups and culturally appropriate services to high risk Asian and Pacific Island youth who have suffered from social-emotional factors and academic problems.	Regular	06/30/01
4195-99/00	Juvenile Probation	$125,000	To provide legal advocacy, community education and outreach services to low-income, high risk youth and families. Services are provided to assist families in stabilizing and improving family functioning and domestic relations.	Regular	06/30/01
4196-99/00	Juvenile Probation	$110,200	To coordinate a gang prevention and gang tattoo removal program for young people in a community based setting. Through volunteer community service and case management, assist ex-gang members obtain laser treatment in removing tattoos.	Regular	06/30/01
4197-99/00	Juvenile Probation	$113,563	To develop and implement a juvenile victim-offender reconciliation program. Community volunteers will facilitate meetings between victims and offenders, and follow-up to ensure restoration is completed.	Regular	06/30/01
4198-99/00	Juvenile Probation	$116,384	To provide community-based family support, case management and advocacy to 40 at-risk families headed by kin caregivers.	Regular	06/30/01
4199-99/00	Juvenile Probation	$70,000	To provide prevention and support services to at-risk, low-income young women, girls and their families living in public housing. Services include after school activities, educational workshops, advocacy, mentorship and guidance.	Regular	06/30/01
4200-99/00	Juvenile Probation	$110,000	To provide gender specific services for young women and girls from public housing and their families. Services include neighborhood-based after school activities, counseling, advocacy, mentorship, case management and other intervention strategies.	Regular	06/30/01
4201-99/00	Juvenile Probation	$115,000	To provide intensive community-based supervision for youth on probation, and provide an entrepreneurship program for youth in theater arts, jewelry making, and leather work. Services include after school activities, and case management.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4202-99/00	Juvenile Probation	$100,000	To manage, implement and direct an employment readiness and entrepreneurship program for twenty-five at-risk youth approaching the juvenile justice cut-off age of eighteen years.	Regular	06/30/01
4203-99/00	Juvenile Probation	$132,000	To manage, implement and direct a youth entrepreneurship program for at-risk youth in diverse San Francisco communities. Services include classroom instruction, internet access, micro-lending and follow-up alumni activities.	Regular	06/30/01
4204-99/00	Juvenile Probation	$96,418	To provide safe, comprehensive after school programming, educational support and family support services for elementary school youth and families in the Richmond District.	Regular	06/30/01
4205-99/00	Juvenile Probation	$120,000	To provide employment readiness training, case management, advocacy and job mentoring to high-risk youth attending continuation high school. Youth will be trained in life skills, social skills and career opportunities.	Regular	06/30/01
4206-99/00	Human Services	$142,000	To provide CalWORKs client advocacy services in receiving and resolving client complaints or concerns; conducting outreach; making presentations at orientation meetings; and facilitating the grievance process.	Regular	06/30/01
4207-99/00	Human Services	$15,833,246	To develop and maintain the CalWIN comprehensive automated system, which is necessary in administering multiple health and welfare benefits, and services to clients.	Regular	06/30/08
4003-95/96	Airport	Increase Amount $500,000 New Amount $11,000,000	Provide geotechnical engineering services including review and analysis of geotechnical reports, consultations with building and structural designers, perform foundation engineering analysis, and review existing and proposed underground structures.	Regular	06/30/03
4032-97/98	Airport	Increase Amount $5,344,000 New Amount $7,644,000	Continue to provide services in connection with the Airport Commission's ongoing capital financing program, airfield development studies and international air services development.	Regular	06/30/05
4090-99/00	Juvenile Probation	Increase Amount $594,090 New Amount $693,090	To provide a collaborative multi-agency program for at-risk youth and repeat offenders that establishes an academic, sports, creative arts and performing arts curriculum in order to help prevent delinquency and reduce the recidivism rate.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4164-99/00	Human Services	Increase Amount $72,500 New Amount $112,500	To provide PAES and CalWORKs participants with appropriate professional interview clothing, accessories and grooming aids necessary to enhance self esteem and increase their employment potential.	Regular	06/30/01
4186-99/00	Mayor's Office	Increase Amount $48,000 New Amount $98,000	To conduct research and write comprehensive briefing notes about specific topics for the Mayor.	Regular	06/30/01
4192-99/00	Mayor's Office	Increase Amount $50,000 New Amount $100,000	To facilitate meetings, provide reports and updates on issues regarding housing concerns. Will also provide consultation on Federal Legislative and administrative matters which impact housing in San Francisco.	Regular	06/30/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) Amendment to Civil Service Commission Rules on Meetings and Hearings of the Civil Service Commission. (File No. 0363-00-5) – Action Item

Recommendation: Post for Adoption.

(13) Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (File No. 0360-00-5) - Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources Director's recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 2000.

(14) **Proposed Amendments to Civil Service Commission Rules on Leaves of Absence; Add a Section to the Definition of Sick Leave: Sick Leave - Illness or Medical Appointment of a Parent, Spouse or Registered Domestic Partner of the Employee. (File No. 0361-00-5) – Action Item**

January 5, 2000: Post for adoption; forward to the Board of Supervisors.

Recommendation: Adopt.

(15) **Designation of the Official Bulletin Board of the Municipal Transportation Agency (MTA). (File No. 0362-00-5) – Action Item**

Recommendation: Adopt the Staff Report; Designate the Official Bulletin Board of the Municipal Transportation Agency (MTA).

(16) **Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (File No. 0182-00-3) – Action Item**

May 1, 2000: Postpone to the meeting of May 15, 2000 pending additional information from the Department of Human Resources regarding the definition of assault pay/battery leave.

May 15, 2000: Postpone to the meeting of June 5, 2000.

Recommendation: Postpone to the meeting of June 19, 2000 at the request of the Department of Human Resources.

(17) **Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0174-00-6) – Action Item**

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.

May 15, 2000: Postpone to the meeting of June 5, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.

Recommendation: Postpone to the meeting of June 19, 2000 at the request of the Public Utilities Commission.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(18) Appeal by Sandra Molina and Vivian Porter of the oral examination and eligible list for Eligibility Worker (Job Code 2903) and Senior Eligibility Worker (Job Code 2905). (File No. 0075-00-4) - Action Item

Recommendation: Adopt report. Deny the appeal of Ms. Molina and Ms. Porter. Sustain the decision of the Human Resources Director.

(19) Appeal by Maureen Randolph of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0840-99-6) – Action Item

April 3, 2000: Postpone to the meeting of May 15, 2000 at the request of Ms. Randolph and the Department of Human Resources.

May 15, 2000: Postpone to the meeting of June 5, 2000 at the request of Ms. Randolph. The Commission stipulated that this will be the last continuance granted.

Recommendation: Adopt report. Deny the appeal of Ms. Randolph. Sustain the decision of the Human Resources Director.

(20) Appeal by Orlando Tolbert of the Human Resources Director's decision to dismiss the discrimination complaint. (File No. 0798-99-6) - Action Item

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Mr. Tolbert.

March 6, 2000: Postpone pending additional information requested by the Commission on:

(1) current and past job descriptions for Mr. Tolbert;
(2) the steps the department took to locate the Job Analysis Questionnaire (JAQ);
(3) the actual duties performed by Mr. Tolbert as reflected on the JAQ at the time, and
(4) the narrowing of Mr. Tolbert's assigned duties when the purpose of the reorganization was the cross-training of staff.

(20) Continued

May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of the Department of Human Resources.
Recommendation:	Adopt report of December 29, 1999 and addendum. Deny the appeal of Mr. Tolbert. Sustain the decision of the Human Resources Director.

(21) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.

(22) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
June 5, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

JUN - 8 2000

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:39 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Karen Clopton	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Present

Commissioner Clopton presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of May 15, 2000

Action: Adopt. (Vote of 3 to 0)

ELECTION OF OFFICERS

Speakers: None.

Action: Postpone to the meeting of June 19, 2000. (Vote of 3 to 0)

0358-00-1 **Commendation for Florenda Parinas, Senior Personnel Analyst, Public Utilities Commission on her retirement after 25 years of service to the City and County of San Francisco. (Item No. 6)**

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0372-00-1 **Commendation for Willie B. Eashman, Automotive Service Worker Assistant Supervisor, Public Transportation Department celebrating his 52 years of service to the City and County of San Francisco. (Item No. 7)**

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0373-00-1 **Commendation for Aimee Exnicios, Supervising Probation Officer, Juvenile Probation celebrating her 50 years of service to the City and County of San Francisco. (Item No. 8)**

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0374-00-1 **Commendation for Mark Dolan, Institution Utility Worker, Community Health Network – Laguna Honda Hospital celebrating his 50 years of service to the City and County of San Francisco. (Item No. 9)**

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0375-00-1 **Commendation for Joe Corbin, Parking Meter Repair Supervisor, Parking and Traffic Department celebrating his 50 years of service to the City and County of San Francisco. (Item No. 10)**

Speakers: None.

Action: Approve. (Vote of 3 to 0)

0359-00-8 **Review of requests for approval of proposed personal services contracts. (Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4165-99/00	Sheriff	$110,206	To provide testing and consultation for the Sheriff's Department Promotive Sworn Personnel classifications including Senior Deputy Sheriff (Job Code 8306), Sheriff's Sergeant (Job Code 8308), and Chief Deputy (Job Code 8314).	Regular	01/01/02
4166-99/00	Sheriff	$94,794	To provide testing and consultation for the Sheriff's Department Sworn Personnel classifications including Deputy Sheriff I (Job Code 8302), Sheriff's Lieutenant (Job Code 8310), and Sheriff's Captain (Job Code 8312).	Regular	01/01/02
4167-99/00	Police	$589,886	To provide crime prevention services such as organizing neighborhood watch groups; conducting residential and commercial security surveys; and providing presentations on personal safety, robbery, burglary, and workplace violence.	Regular	06/30/01
4168-99/00	Telecommunication & Information Services	$150,000	To provide system software and special technical support services in the following areas: Custom Information Control System upgrade and migration; Operating System upgrades and customization; and FAMIS technical system support.	Regular	06/30/01
4169-99/00	Telecommunication & Information Services	$127,500	To provide highly specialized advanced training in personal computer and network programs for DTIS staff and City departments. Programs included are MS Access, MS Excel, MS PowerPoint, MS Project, MS Word, WordPerfect, and Paradox.	Regular	06/30/01
4170-99/00	Telecommunication & Information Services	$150,000	To develop and write the information technology strategic plan and policies for the Committee on Information Technology (COIT).	Regular	06/30/01
4171-99/00	Telecommunication & Information Services	$600,000	To assist existing DTIS cabling staff during periods of heavy workload. To perform basic telecommunications wiring and cabling work for different installation types.	Regular	06/30/01
4172-99/00	Telecommunication & Information Services	$150,000	To provide various types of networking services. Work to include equipment installation and customization; network design assistance; router installation and customization; and off-hour emergency support.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4173-99/00	Telecommunication & Information Services	$904,650	To provide technical expertise to implement Retirement's new PeopleSoft Pension Administration system. Services to include analysis, design, coding, testing, and documentation of external processes and interface programs.	Regular	06/30/01
4174-99/00	Telecommunication & Information Services	$297,254	To analyze, design, code, test, document, and implement database enhancements and program changes to Retirement's Member Accounting System.	Regular	06/30/01
4175-99/00	Telecommunication & Information Services	$489,600	To provide business and systems analysis, and design expertise to implement Retirement's new PeopleSoft Pension Administration system. In addition, analyze workflow to replace legacy Member Accounting system and retrofit current Benefit Payment system.	Regular	06/30/01
4176-99/00	Telecommunication & Information Services	$1,654,000	To provide expert project management and systems analysis services for the Court Management System (CMS) Replacement Project.	Regular	06/30/01
4177-99/00	Telecommunication & Information Services	$75,000	To assist with the implementation of computer software for the Integrated Property Assessor-Recorder, Controller, Treasurer-Tax Collector (INPACT) system on an IBM AS/400 minicomputer.	Regular	06/30/01
4178-99/00	Airport	$7,587,000	To provide credentialed, certified, and experienced Help Desk, Network Operations Center, Telecommunication Technicians and Specialist staff to ensure the effective operations of the voice and data infrastructure of the new International Terminal Complex.	Regular	06/05/02
4179-99/00	Airport	$72,000	To analyze issues and lobby the California State Legislature on matters impacting the Airport.	Regular	06/30/01
4180-99/00	Airport	$360,000	To research, design and implement a public information program focused in San Mateo County to support the Runway Reconfiguration Program.	Regular	05/31/03
4181-99/00	Telecommunication & Information Services	$190,000	To provide technical writing to develop complete project documentation in support of the Employees' Retirement Member Accounting, Benefit Payment, and Pension Administration Systems.	Regular	06/30/01
4182-99/00	Airport	$72,000	To monitor, analyze and advocate Airport related Federal Legislation; and interact with members of Congress.	Regular	06/30/01
4183-99/00	Airport	$100,000	To increase international flight activity and economic growth for the greater San Francisco Bay Area. Services to include an integrated media outreach and public affairs program.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4184-99/00	Airport	$300,000	To continue the development and implementation of an international strategic marketing alliance with the Airport to increase international air, tourist and trade traffic. Contractor to open additional joint offices in Sydney, London, and Frankfurt.	Regular	06/30/01
4185-99/00	Airport	$135,000	To provide consultant services to evaluate parking Pay-On-Foot system including equipment requirements, estimated capital and maintenance costs, and plan for deployment and installation.	Regular	06/01/01
4187-99/00	Telecommunication & Information Services	$178,300	To develop and implement a data warehouse for the Department of Human Services. Work to include developing strategy and technical architecture; and implementing the Oracle Child Welfare System data store.	Regular	06/30/01
4188-99/00	Telecommunication & Information Services	$150,000	To participate in the new development of PC and Web-based applications in support of the DPW Bureau of Street Use and Mapping. Services to include analyzing technical requirements and data design; and writing technical programming specifications.	Regular	06/30/01
4189-99/00	Telecommunication & Information Services	$234,240	To assist with the elimination of the backlog of production support Service Requests (BTS/Tax Collector). Services to include requirement analysis, writing, programming specifications, and documenting new modifications and solutions to existing problems.	Regular	06/30/01
4190-99/00	Telecommunication & Information Services	$140,000	To assist the City in assessing the demand for advanced telecommunications services in the external marketplace, and identifying the telecommunications needs of the community and City departments.	Regular	06/30/01
4191-99/00	Telecommunication & Information Services	$915,000	To provide expert consultant and technical programming services for the Court Management Systems (CMS) Project. To maintain application systems and design; and implement tasks as assigned by the CMS Policy Committee.	Regular	06/30/01
4193-99/00	Juvenile Probation	$60,000	To provide a comprehensive overview of the policies and practices the Juvenile Probation Department uses to deal with overcrowding. Contractor will make recommendations based on national overcrowding models that have worked in other parts of the country.	Regular	06/30/01
4194-99/00	Juvenile Probation	$54,000	To provide life skills training, support groups and culturally appropriate services to high risk Asian and Pacific Island youth who have suffered from social-emotional factors and academic problems.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4195-99/00	Juvenile Probation	$125,000	To provide legal advocacy, community education and outreach services to low-income, high risk youth and families. Services are provided to assist families in stabilizing and improving family functioning and domestic relations.	Regular	06/30/01
4196-99/00	Juvenile Probation	$110,200	To coordinate a gang prevention and gang tattoo removal program for young people in a community based setting. Through volunteer community service and case management, assist ex-gang members obtain laser treatment in removing tattoos.	Regular	06/30/01
4197-99/00	Juvenile Probation	$113,563	To develop and implement a juvenile victim-offender reconciliation program. Community volunteers will facilitate meetings between victims and offenders, and follow-up to ensure restoration is completed.	Regular	06/30/01
4198-99/00	Juvenile Probation	$116,384	To provide community-based family support, case management and advocacy to 40 at-risk families headed by kin caregivers.	Regular	06/30/01
4199-99/00	Juvenile Probation	$70,000	To provide prevention and support services to at-risk, low-income young women, girls and their families living in public housing. Services include after school activities, educational workshops, advocacy, mentorship and guidance.	Regular	06/30/01
4200-99/00	Juvenile Probation	$110,000	To provide gender specific services for young women and girls from public housing and their families. Services include neighborhood-based after school activities, counseling, advocacy, mentorship, case management and other intervention strategies.	Regular	06/30/01
4201-99/00	Juvenile Probation	$115,000	To provide intensive community-based supervision for youth on probation, and provide an entrepreneurship program for youth in theater arts, jewelry making, and leather work. Services include after school activities, and case management.	Regular	06/30/01
4202-99/00	Juvenile Probation	$100,000	To manage, implement and direct an employment readiness and entrepreneurship program for twenty-five at-risk youth approaching the juvenile justice cut-off age of eighteen years.	Regular	06/30/01
4203-99/00	Juvenile Probation	$132,000	To manage, implement and direct a youth entrepreneurship program for at-risk youth in diverse San Francisco communities. Services include classroom instruction, internet access, micro-lending and follow-up alumni activities.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4204-99/00	Juvenile Probation	$96,418	To provide safe, comprehensive after school programming, educational support and family support services for elementary school youth and families in the Richmond District.	Regular	06/30/01
4205-99/00	Juvenile Probation	$120,000	To provide employment readiness training, case management, advocacy and job mentoring to high-risk youth attending continuation high school. Youth will be trained in life skills, social skills and career opportunities.	Regular	06/30/01
4206-99/00	Human Services	$142,000	To provide CalWORKs client advocacy services in receiving and resolving client complaints or concerns; conducting outreach; making presentations at orientation meetings; and facilitating the grievance process.	Regular	06/30/01
4207-99/00	Human Services	$15,833,246	To develop and maintain the CalWIN comprehensive automated system, which is necessary in administering multiple health and welfare benefits, and services to clients.	Regular	06/30/08
4003-95/96	Airport	Increase Amount $500,000 New Amount $11,000,000	Provide geotechnical engineering services including review and analysis of geotechnical reports, consultations with building and structural designers, perform foundation engineering analysis, and review existing and proposed underground structures.	Regular	06/30/03
4032-97/98	Airport	Increase Amount $5,344,000 New Amount $7,644,000	Continue to provide services in connection with the Airport Commission's ongoing capital financing program, airfield development studies and international air services development.	Regular	06/30/05
4090-99/00	Juvenile Probation	Increase Amount $594,090 New Amount $693,090	To provide a collaborative multi-agency program for at-risk youth and repeat offenders that establishes an academic, sports, creative arts and performing arts curriculum in order to help prevent delinquency and reduce the recidivism rate.	Regular	06/30/01
4164-99/00	Human Services	Increase Amount $72,500 New Amount $112,500	To provide PAES and CalWORKs participants with appropriate professional interview clothing, accessories and grooming aids necessary to enhance self esteem and increase their employment potential.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4186-99/00	Mayor's Office	Increase Amount $48,000 New Amount $98,000	To conduct research and write comprehensive briefing notes about specific topics for the Mayor.	Regular	06/30/01
4192-99/00	Mayor's Office	Increase Amount · $50,000 New Amount $100,000	To facilitate meetings, provide reports and updates on issues regarding housing concerns. Will also provide consultation on Federal Legislative and administrative matters which impact housing in San Francisco.	Regular	06/30/01

Speakers: Don DeLeon, IFPTE, Local 21 spoke on PSC #'s 4168-99/00 and 4188-99/00.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0363-00-5 Amendment to Civil Service Commission Rules on Meetings and Hearings of the Civil Service Commission. (Item No. 12)

Speakers: None.

Recommendation: Post for Adoption. (Vote of 3 to 0)

0360-00-5 Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (Item No. 13)

Speakers: Commissioner Donald Casper.

Action: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Human Resources Director's recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 2000.
(Vote of 3 to 0)

0361-00-5 Proposed Amendments to Civil Service Commission Rules on Leaves of Absence; Add a Section to the Definition of Sick Leave: Sick Leave - Illness or Medical Appointment of a Parent, Spouse or Registered Domestic Partner of the Employee. (Item No. 14)

January 5, 2000:	Post for adoption; forward to the Board of Supervisors.
Speakers:	None.
Action:	Adopt. (Vote of 3 to 0)

0362-00-5 Designation of the Official Bulletin Board of the Municipal Transportation Agency (MTA). (Item No. 15)

Speakers:	None.
Action:	Adopt the Staff Report; Designate the Official Bulletin Board of the Municipal Transportation Agency (MTA). (Vote of 3 to 0)

0182-00-3 Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (Item No. 16)

May 1, 2000:	Postpone to the meeting of May 15, 2000 pending additional information from the Department of Human Resources regarding the definition of assault pay/battery leave.
May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of the Department of Human Resources.
Speakers:	None.
Action:	Postpone to the meeting of June 19, 2000 at the request of the Department of Human Resources. (Vote of 3 to 0)

0174-00-6 Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 17)

May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
Speakers:	None.
Action:	Postpone to the meeting of June 19, 2000 at the request of the Public Utilities Commission. (Vote of 3 to 0)

0075-00-4 Appeal by Sandra Molina and Vivian Porter of the oral examination and eligible list for Eligibility Worker (Job Code 2903) and Senior Eligibility Worker (Job Code 2905). (Item No. 18)

Speakers:	Pro:	Marsha Stroope, Department of Human Services
	Con:	Vivian Porter
	Con:	Sandra Molina
	Con:	Arturo Revelo commented on the adoption of the eligible list in view of appeal of Ms. Molina and Ms. Porter and the oral examination process.
Action:		Continue to the meeting of July 17, 2000 pending additional information from the Department of Human Services on the oral examination process. (Vote of 3 to 0)

0840-99-6 Appeal by Maureen Randolph of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 19)

April 3, 2000:	Postpone to the meeting of May 15, 2000 at the request of Ms. Randolph and the Department of Human Resources.
May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of Ms. Randolph. The Commission stipulated that this will be the last continuance granted.

0840-99-6 (continued)

Speakers:	Pro:	Elizabeth Jacobi, Department of Human Resources
	Pro:	John Paez, Public Utilities Commission
	Con:	Maureen Randolph
Action:		Adopt report. Deny the appeal of Ms. Randolph. Sustain the decision of the Human Resources Director. (Vote of 3 to 0)

0798-99-6 Appeal by Orlando Tolbert of the Human Resources Director's decision to dismiss the discrimination complaint. (Item No. 20)

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Mr. Tolbert.

March 6, 2000: Postpone pending additional information requested by the Commission on:

(1) current and past job descriptions for Mr. Tolbert;
(2) the steps the department took to locate the Job Analysis Questionnaire (JAQ);
(3) the actual duties performed by Mr. Tolbert as reflected on the JAQ at the time, and
(4) the narrowing of Mr. Tolbert's assigned duties when the purpose of the reorganization was the cross-training of staff.

May 15, 2000: Postpone to the meeting of June 5, 2000 at the request of the Department of Human Resources.

Speakers:	Pro:	Elizabeth Jacobi, Department of Human Resources
	Con:	Orlando Tolbert
	Con:	James Bryant, SEIU, Local 790
	Con:	Etai Chen, former Supervisor of Mr. Tolbert.
Action:		Adopt report of December 29, 1999 and addendum. Deny the appeal of Mr. Tolbert. Sustain the decision of the Human Resources Director. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.

None.

ADJOURNMENT

4:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, June 19, 2000

1:30 p.m.

DOCUMENTS DEPT.
JUN 1 5 2000
SAN FRANCISCO
PUBLIC LIBRARY

Room 414, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters pertaining to the Closed Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Sections 67.10 (d)) (ACTION ITEM).

IV. Closed session pursuant to:
California Government Code Sections 54956.9 and San Francisco Administrative Code Sections 67.10 (d).

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (DISCUSSION ITEM)

Number of potential cases: one
Civil Service Commission, et al. as defendant

Vorrises v. CCSF (Claim #00775): On September 3, 1999, Mr. James D. Vorrises filed a claim for damages against the CCSF, including the Civil Service Commission, et al. pursuant to Government Code Section 910.

V. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VII. Adjournment

Posted 06/15/00

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 412 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AREN CLOPTON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

Regular Meeting
of
June 19, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JUN 15 2000
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE
JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

VAN NESS AVENUE SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 19, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Karen Clopton
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Regular Meeting of June 5, 2000

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS – **Action Item**

June 5, 2000: Postpone to the meeting of June 19, 2000.

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0391-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2004-99/00	Public Health	$16,800,000	To provide supportive housing and property management services for various residential sites for chronically homeless adults in San Francisco. Will be responsible for master leases on various, multi-unit residential sites in targeted neighborhoods.	Continuing	06/30/04
4209-99/00	Art Commission	$230,000	Artist to develop technical tools and content for a multi-media kinetic artwork. Will engineer kinetic artwork to be located on exterior of Moscone Center Expansion.	Regular	12/31/01
4210-99/00	Retirement System	$50,600	To provide consulting services to the Retirement System to review, analyze and rewrite the Summary Plan Description of the Retirement System for each of the six extant plans.	Regular	05/31/00
4211-99/00	Commission on the Aging	$97,750	To perform an Independent Cost and Compliance Audit of the Commission on the Aging direct service contracts with community based non-profit organizations.	Regular	12/31/00
4212-99/00	Art Commission	$175,000	To prepare conservation repair treatment for historic working fountain. Work to include disassembling all units; overseeing repairs to marble; transporting bronze works to separate contractor; and reassembling sculpture components with new internal piping.	Regular	12/31/00
4213-99/00	Human Services	$374,625	To provide recruitment, job placement, retention, wages to youths, and provide program administration services. To identify jobs and provide job placement services to youths in the private, non-profit and public sectors.	Regular	08/31/00

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4214-99/00	Human Services	$151,472	To provide PAES client advocacy services consisting of receiving and resolving client complaints or concerns, conducting outreach, presentations at orientation meetings, and facilitating the grievance process.	Regular	06/30/02
4215-99/00	Human Services	$632,000	To coordinate services for CalWORKs special needs children including, train licensed childcare providers; conduct site visits to licensed childcare sites; and maintain an information and referral system for parents of special needs children.	Regular	06/30/02
4216-99/00	Human Services	$87,000	To provide CalWORKs and human services field-specific training to DHS staff/management.	Regular	06/30/01
4208-99/00	Mayor's Office	Increase Amount $126,400 New Amount $171,600	To provide publicity and marketing services for Grants for the Arts, including publicity of Voluntary Arts Contribution Fund, media campaigns to publicize the Fund and its programs, and placement of advertising in community newspapers.	Regular	06/30/02

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (File No. 0360-00-5) - Action Item

June 5, 2000: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources Director's recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 2000.

Recommendation: Adopt.

(8) **Review of Rating Summary on Outcome of Measures of Performance for Executive Officer, Civil Service Commission. (File No. 0410-00-1) - Action Item**

Recommendation:	Approve overall rating of Superior (4.2%); Forward to the Department of Human Resources.

(9) **Appeal of the decision of the Human Resources Director to disqualify H-2 Firefighter candidates Kevin Reavey and Christopher Renstrom on the basis of cheating during the written tests of the Cadet Program. (File No. 0392-00-4) - Action Item**

Recommendation:	Continue to the meeting of July 17, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) **Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6) - Action Item**

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.
March 6, 2000:	Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.
March 20, 2000:	Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.
April 17, 2000:	Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.
May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.
May 15, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Transportation Department.
Recommendation:	Adopt report. Deny the appeal of Mr. Lavin. Sustain the decision of the Human Resources Director.

(11) Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (File No. 0182-00-3) – Action Item

May 1, 2000:	Postpone to the meeting of May 15, 2000 pending additional information from the Department of Human Resources regarding the definition of assault pay/battery leave.
May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of the Department of Human Resources.
June 5, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Department of Human Resources.
Recommendation:	Adopt report. Sustain the decision of the Human Resources Director on the definition of Battery Leave.

(12) Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0174-00-6) – Action Item

May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
June 5, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Utilities Commission.
Recommendation:	Adopt report. Deny the appeal of Ms. Journette. Sustain the decision of the Human Resources Director.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) Cap on exempt appointments authorized under Charter Section 10.104, 1-12. (File No. 0393-00-1)

Recommendation:	Approve.

(14) Report on provisional appointments. (File No. 0394-00-1)

Recommendation:	Approve.

(15) Progress report on Class Consolidation Project. (File No. 0395-00-1)

Recommendation: Approve.

(16) Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0396-00-1)

Recommendation: Approve.

EXECUTIVE OFFICER'S REPORT

(17) Report of the Executive Officer on the Directions of the Civil Service Commission for Fiscal Year 2000-2001. (File 0411-00-1)

Recommendation: Approve.

(18) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.

(19) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EN CLOPTON
PRESIDENT

ELLA SAFONT
E PRESIDENT

LD A. CASPER
MMISSIONER

R. GORRONO
MMISSIONER

RIENNE PON
MMISSIONER

TE FAVETTI
IVE OFFICER

MINUTES

Regular Meeting
June 19, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JUN 2 3 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Karen Clopton	Excused
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 5, 2000

Action: Adopt. (Vote of 4 to 0)

ESS AVENUE SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

ELECTION OF OFFICERS

June 5, 2000:	Postpone to the meeting of June 19, 2000.
June 19, 2000:	Postpone to the meeting of July 17, 2000. (Vote of 4 to 0)

0391-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2004-99/00	Public Health	$16,800,000	To provide supportive housing and property management services for various residential sites for chronically homeless adults in San Francisco. Will be responsible for master leases on various, multi-unit residential sites in targeted neighborhoods.	Continuing	06/30/04
4209-99/00	Art Commission	$230,000	Artist to develop technical tools and content for a multi-media kinetic artwork. Will engineer kinetic artwork to be located on exterior of Moscone Center Expansion.	Regular	12/31/01
4210-99/00 *Continue to the meeting of 7/17/00*	Retirement System	$50,600	To provide consulting services to the Retirement System to review, analyze and rewrite the Summary Plan Description of the Retirement System for each of the six extant plans.	Regular	05/31/00
4211-99/00	Commission on the Aging	$97,750	To perform an Independent Cost and Compliance Audit of the Commission on the Aging direct service contracts with community based non-profit organizations.	Regular	12/31/00
4212-99/00	Art Commission	$175,000	To prepare conservation repair treatment for historic working fountain. Work to include disassembling all units; overseeing repairs to marble; transporting bronze works to separate contractor; and reassembling sculpture components with new internal piping.	Regular	12/31/00
4213-99/00	Human Services	$374,625	To provide recruitment, job placement, retention, wages to youths, and provide program administration services. To identify jobs and provide job placement services to youths in the private, non-profit and public sectors.	Regular	08/31/00
4214-99/00	Human Services	$151,472	To provide PAES client advocacy services consisting of receiving and resolving client complaints or concerns, conducting outreach, presentations at orientation meetings, and facilitating the grievance process.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4215-99/00	Human Services	$632,000	To coordinate services for CalWORKs special needs children including, train licensed childcare providers; conduct site visits to licensed childcare sites; and maintain an information and referral system for parents of special needs children.	Regular	06/30/02
4216-99/00	Human Services	$87,000	To provide CalWORKs and human services field-specific training to DHS staff/management.	Regular	06/30/01
4208-99/00	Mayor's Office	Increase Amount $126,400 New Amount $171,600	To provide publicity and marketing services for Grants for the Arts, including publicity of Voluntary Arts Contribution Fund, media campaigns to publicize the Fund and its programs, and placement of advertising in community newspapers.	Regular	06/30/02

Speakers: Commissioner Donald Casper spoke on PSC# 4210-99/00.

Action: 1) Postpone PSC# 4210-99/00 to the meeting of July 17, 2000 and request the presence of a representative from the Retirement System.

2) Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0360-00-5 Request to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules. (Item No. 7)

June 5, 2000: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources Director's recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through December 31, 2000.

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0410-00-1 **Review of Rating Summary on Outcome of Measures of Performance for Executive Officer, Civil Service Commission. (Item No. 8)**

Speakers: None.

Action: Approve overall rating of Superior (4.2%); Forward to the Department of Human Resources. (Vote of 4 to 0)

0392-00-4 **Appeal of the decision of the Human Resources Director to disqualify H-2 Firefighter candidates Kevin Reavey and Christopher Renstrom on the basis of cheating during the written tests of the Cadet Program. (Item No. 9)**

Speakers: None

Action: Continue to the meeting of July 17, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom. (Vote of 4 to 0)

0550-99-6 **Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 10)**

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.

March 20, 2000: Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.

April 17, 2000: Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.

May 15, 2000: Postpone to the meeting of June 19, 2000 at the request of the Public Transportation Department.

Speakers: None.

Action: Postpone to the meeting of July 17, 2000 at the request of Barbara Thomson. (Vote of 4 to 0)

0182-00-3 **Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (Item No. 11)**

May 1, 2000:		Postpone to the meeting of May 15, 2000 pending additional information from the Department of Human Resources regarding the definition of assault pay/battery leave.
May 15, 2000:		Postpone to the meeting of June 5, 2000 at the request of the Department of Human Resources.
June 5, 2000:		Postpone to the meeting of June 19, 2000 at the request of the Department of Human Resources.
Speakers:	Pro:	Fred Howell, Department of Human Resources
	Con:	Rubin Gibson
	Con:	Andre Spearman, SEIU, Local 790
Action:		Continue to the meeting of July 17, 2000. (Vote of 4 to 0)

0174-00-6 **Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 12)**

May 1, 2000:		Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
May 15, 2000:		Postpone to the meeting of June 5, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
June 5, 2000:		Postpone to the meeting of June 19, 2000 at the request of the Public Utilities Commission.
Speakers:	Pro:	Elizabeth Jacobi, Department of Human Resources
	Pro:	Therese Madden, Public Utilities Commission
	Con:	Jano Oscherwitz, SEIU, Local 790
	Con:	Lenora Journette
Action:		Continue to the meeting of July 17, 2000. Commission requests the presence of Tony Flores and Larry Klein of the Public Utilities Commission. (Vote of 4 to 0)

0393-00-1 Cap on exempt appointments authorized under Charter Section 10.104, 1-12. (Item No. 13)

Speakers: Andrea Gourdine, Human Resources Director.

Action: Approve. (Vote of 4 to 0)

0394-00-1 Report on provisional appointments. (Item No. 14)

Speakers: Andrea Gourdine, Human Resources Director.
Steve Pacarar, Department of Public Health, Merit System Division.

Action: Approve. (Vote of 4 to 0)

0395-00-1 Progress report on Class Consolidation Project. (Item No. 15)

Speakers: Andrea Gourdine, Human Resources Director.

Action: Approve. (Vote of 4 to 0)

0396-00-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 16)

Speakers: Andrea Gourdine, Human Resources Director.

Action: Approve. (Vote of 4 to 0)

0411-00-1 Report of the Executive Officer on the Directions of the Civil Service Commission for Fiscal Year 2000-2001. (Item No. 17)

Speakers: Kate Favetti, Executive Officer

Action: Approve. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.

None.

ADJOURNMENT

3:22 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, July 17, 2000
11:00 a.m. – 2:00 p.m.
Room 416

DOCUMENTS DEPT.
JUL 14 2000
SAN FRANCISCO
PUBLIC LIBRARY

1) Call to Order and Roll Call.

2) Public Comments on matters appearing on the Agenda.

3) Civil Service Commission Goals and Priorities for FY 2000-2001 and beyond. – Discussion Item

Commissioners have been provided with copies of Charter Sections 10.100 and 10.101, the Civil Service Commission Mission and Vision Statement; Outline for Discussion; Focus Statements on the Direction of the Civil Service Commission and the Civil Service Commission Goals and Objectives for FY 2000-2001. The Commission has also been provided with a Summary of the Rules.

4) Public comment on matters within the jurisdiction of the Civil Service Commission.

5) Adjournment.

Posted July 13, 2000

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 412 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

SAN FRANCISCO

Civil Service Commission

Agendas/Minutes

Monday, July 17, 2000
11:00 a.m. – 2:00 p.m.
Room 416

I. The Special Meeting convened at 11:22 a.m.

Present: Commissioner Donald A. Casper
Commissioner Karen Clopton
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

Commissioner Karen Clopton presided.

II. Public Comments on matters appearing on the Agenda.

None.

III. Civil Service Commission Goals and Priorities for FY 2000-2001 and beyond. – Discussion Item

The Commissioners discussed its goals and priorities for FY 2000-2001 and plans to implement its goals.

IV. Public comment on matters within the jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

1:45 p.m.

Return to Agendas/Minutes

Explore

Home
Commission I
Meeting Inforr
Filing Appeals
Employee Rel
Rules
Merit System

Contact

contact us | accessibility policy | disclaimer | privacy policy

Copyright © 2002 City & County of San Francisco. All rights reserved.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

o

REN CLOPTON
PRESIDENT

ELLA SAFONT
CE PRESIDENT

LD A. CASPER
OMMISSIONER

R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

ATE FAVETTI
TIVE OFFICER

AGENDA

Regular Meeting
of
July 17, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE
JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

DOCUMENTS DEPT.
JUL 12 2000
SAN FRANCISCO
PUBLIC LIBRARY

NESS AVENUE SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 17, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Karen Clopton
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of June 19, 2000

Recommendation: Adopt.

Regular Meeting of June 19, 2000

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS – Action Item

June 5, 2000:	Postpone to the meeting of June 19, 2000.
June 19, 2000:	Postpone to the meeting of July 17, 2000.
Recommendation:	Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0391-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days: No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4210-99/00	Retirement System	$50,600	To provide consulting services to the Retirement System to review, analyze and rewrite the Summary Plan Description of the Retirement System for each of the six extant plans.	Regular	05/31/00

June 19, 2000:	Postpone to the meeting of July 17, 2000 and request the presence of a representative from the Retirement System.
Recommendation:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of requests for approval of proposed personal services contracts. (File No. 0450-00-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4217-00/01	Airport	$575,000	To investigate, evaluate and perform the seismic retrofit of north terminal buildings.	Regular	07/02/01
4218-00/01	Public Works	$600,000	To provide as-needed multi-discipline engineering and mapping services including: reviewing, inspecting and processing permit applications, utility and paving construction coordination, street tree planting, and underground utility program services.	Regular	10/18/03
4219-00/01	Public Works	$500,000	To conduct biological studies with a focus on aquatic habitat and ecosystems; civil and mechanical engineering related to the lake lining, piping, overflow and aeration systems.	Regular	06/30/03
4220-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	$212,500	To represent the city before federal legislative, administrative, and regulatory agencies on matters concerning water supply, wastewater treatment, energy matters, and natural resources.	Regular	12/31/00
4221-00/01	Juvenile Probation	$174,000	To provide expert consultant and technical programming services for the Juvenile Justice computer system replacement and enhancement.	Regular	06/30/01
4222-00/01	Public Health	$215,000	To provide intermittent, as-needed, on-call mobile therapeutic apheresis services for patients requiring this specialized blood filtration service.	Regular	06/30/00
4223-00/01	Public Transportation	$700,000	To provide specialized project management, oversight, inspection, testing, and administrative support for the Muni System Safety Improvement program. Will also provide a broad range of professional services to address the Triennial On-Site Safety Audit.	Regular	07/31/03
4224-00/01	Police	$450,000	To provide psychological evaluations of final entry-level police officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/03
4225-00/01	Police	$366,000	To conduct pre-employment polygraph examinations of police officer applicants and other Department hires; and provide written reports of their findings.	Regular	06/30/03
4226-00/01	Police	$122,000	To perform hair sample analysis to determine drug usage and historical patterns of drug usage for police officer, cadet, and service aide applicants.	Regular	06/30/03
4227-00/01	Airport	$150,000	To provide graphic design and project management services for Airport's Annual Report and calendar.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4228-00/01	Public Health	$12,000,000	To provide computerized approval to community pharmacists for prescriptions from Community Health Network physicians for S.F. residents without medical insurance. Will reimburse the pharmacies for the medications.	Regular	09/30/02
4229-00/01	Art Commission	$214,000	To identify appropriate locations for artworks, as well as design, fabricate, install and transport a sculptural artwork for the Juvenile Hall Replacement Project. Will also develop a curriculum for an artist in residency program, for Juvenile Hall youth.	Regular	12/31/03
4230-00/01	Airport	$130,000	To provide adjunct consulting on Airport emergency preparedness and air disaster response training and planning. Must provide assistance on Federal Aviation Administration certified medical regulations and exams.	Regular	06/30/01
4231-00/01	Airport	$125,000	To provide consulting services for the formation of an Airfield Public Interest Committee and provide permit approval strategies for the Airfield Reconfiguration Program.	Regular	07/17/01
4232-00/01	Airport	$1,176,569	To provide Common User Terminal Equipment (CUTE) and Multi-User Flight Information (MUFIDS) systems upgrades to accommodate new airlines not included in the original scope or the new International Terminal Construction Project.	Regular	12/15/00
4233-00/01	Airport	$766,500	To provide consulting services to San Mateo County. Will provide a consultant who will study the source, extent and areas in which noise from aircraft operations is produced at San Francisco International Airport and evaluate problems the noise creates.	Regular	06/30/03
4234-00/01	Human Resources	$63,000	To design, write, publish and distribute a monthly wellness Newsletter for Health Plan 1 members.	Regular	06/30/01
4135-99/00	Public Works	Increase Amount $900,000 New Amount $1,800,000	To provide all services, labor, materials and equipment necessary to respond to hazardous material incidents involving environmental cleanup, remediation and control issues for City property and facilities.	Regular	06/30/02
4169-98/99	Airport	Increase Amount $300,000 New Amount $550,000	To continue to provide direct staff support for aircraft noise and flight track analysis, ad-hoc aircraft noise level analysis for areas distant to permanent noise monitoring sites, and to conduct noise monitoring for low-frequency type noise.	Regular	04/05/02

Recommendation:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Ratification of Settlement Agreement on future employment of John Boyajy. (File No. 0447-00-1) - Action Item

Recommendation:	No future employment with the City and County of San Francisco.

(9) Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (File No. 0451-00-1) - Action Item

Recommendation:	Adopt Human Resources Director's report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12.

(10) Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0174-00-6) – Action Item

May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
June 5, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Utilities Commission.
June 19, 2000:	Postpone to the meeting of July 17, 2000. Commission requests the presence of Tony Flores and Larry Klein of the Public Utilities Commission.
Recommendation:	Postpone to the meeting of August 7, 2000 at the request of the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Appeal by Sandra Molina and Vivian Porter of the oral examination and eligible list for Eligibility Worker (Job Code 2903) and Senior Eligibility Worker (Job Code 2905). (File No. 0075-00-4) - Action Item

June 5, 2000:	Continue to the meeting of July 17, 2000 pending additional information from the Department of Human Services on the oral examination process.
Recommendation:	Adopt report. Deny the appeal of Ms. Molina and Ms. Porter. Sustain the decision of the Human Resources Director.

(12) Appeal of the decision of the Human Resources Director to disqualify H-2 Firefighter candidates Kevin Reavey and Christopher Renstrom on the basis of cheating during the written tests of the Cadet Program. (File No. 0392-00-4) - Action Item

June 19, 2000:	Continue to the meeting of July 17, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.
Recommendation:	Deny the appeals by Mr. Reavey and Mr. Renstrom; uphold their disqualification from the Cadet Program on the basis of the physical evidence and accounts of witnesses supporting the allegation that they cheated during the written tests of the Cadet Program. Place restrictions on Mr. Reavey and Mr. Renstrom's future employment such that they are never allowed employment with the San Francisco Fire Department.

(13) Report from the Department of Human Resources on General Analysis of Special Assistants. (File No. 0455-00-1) – Action Item

May 15, 2000:	Report accepted and approved.
Recommendation:	Open for discussion.

(14) Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6) - Action Item

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.

March 20, 2000: Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.

April 17, 2000: Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.

May 15, 2000: Postpone to the meeting of June 19, 2000 at the request of the Public Transportation Department.

June 19, 2000: Postpone to the meeting of July 17, 2000 at the request of Barbara Thomson.

Recommendation: Adopt report. Deny the appeal of Mr. Lavin. Sustain the decision of the Human Resources Director.

(15) Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (File No. 0182-00-3) – Action Item

May 1, 2000: Postpone to the meeting of May 15, 2000 pending additional information from the Department of Human Resources regarding the definition of assault pay/battery leave.

May 15, 2000: Postpone to the meeting of June 5, 2000 at the request of the Department of Human Resources.

June 5, 2000: Postpone to the meeting of June 19, 2000 at the request of the Department of Human Resources.

0182-00-3 (continued)

June 19, 2000:	Postpone to the meeting of July 17, 2000 at the request of the Commission.
Recommendation:	Adopt report. Sustain the decision of the Human Resources Director on the definition of Battery Leave.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(16) Determination of future employability: termination of permanent appointment of Ruth Perry, Transit Operator (Job Code 9163), Public Transportation Department. (File No. 0164-00-7) - Action Item

March 20, 2000:	Postpone to the meeting of April 17, 2000 at the request of TWU, Local 250-A.
April 17, 2000:	Postpone to the meeting of May 15, 2000 at the request of Ms. Perry.
May 15, 2000:	Postpone to the meeting of July 17, 2000 at the request of Ms. Perry. The Commission stipulated that this will be the last continuance granted.

Recommendation of the Public Transportation Department:

1) Cancel any current examination eligibility status;
2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; and
3) No future employment with the Public Transportation Department.

(17) Determination of future employability: termination of permanent appointment of Frank Phakeovilay, Health Worker I (Job Code 2585), Public Health Department. (File No. 0224-00-7) - Action Item

Recommendation of the Public Health Department:

1) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; and
2) No future employment with the Department of Public Health.

HUMAN RESOURCES DIRECTOR'S REPORT

(18) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0452-00-1)**

Recommendation: Approve.

(19) **Progress report on Class Consolidation Project. (File No. 0453-00-1)**

Recommendation: Approve.

EXECUTIVE OFFICER'S REPORT

(20) **Final status of the Appeals Processing Log for Fiscal Year 1999-2000. (File No. 0454-00-1)**

Recommendation: Approve.

(21) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.

(22) ADJOURNMENT

Adjournment in memory of James Frederick Susoeff, brother of Lynn Susoeff of the Department of Human Resources. The Commission sends its condolences to the Suseoff family.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

O

EN CLOPTON
PRESIDENT

ELLA SAFONT
E PRESIDENT

LD A. CASPER
OMMISSIONER

R. GORRONO
MMISSIONER

RIENNE PON
MMISSIONER

TE FAVETTI
IVE OFFICER

MINUTES

Regular Meeting
July 17, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT
JUL 21 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:02 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Karen Clopton	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Clopton presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of June 19, 2000

Action: Adopt. (Vote of 5 to 0)

Regular Meeting of June 19, 2000

Action: Adopt. (Vote of 5 to 0)

ELECTION OF OFFICERS

June 5, 2000:	Postpone to the meeting of June 19, 2000.
June 19, 2000:	Postpone to the meeting of July 17, 2000.
Action:	Commissioner Karen Clopton was elected President and Commissioner Rosabella Safont was elected Vice President for the terms of office expiring May 31, 2001. (Vote of 5 to 0)

0391-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4210-99/00	Retirement System	$50,600	To provide consulting services to the Retirement System to review, analyze and rewrite the Summary Plan Description of the Retirement System for each of the six extant plans.	Regular	05/31/00

June 19, 2000:	Postpone to the meeting of July 17, 2000 and request the presence of a representative from the Retirement System.
Speakers:	Jay Huish, Deputy Director, Retirement Board Commissioner Donald Casper
Action:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0450-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4217-00/01	Airport	$575,000	To investigate, evaluate and perform the seismic retrofit of north terminal buildings.	Regular	07/02/01
4218-00/01	Public Works	$600,000	To provide as-needed multi-discipline engineering and mapping services including: reviewing, inspecting and processing permit applications, utility and paving construction coordination, street tree planting, and underground utility program services.	Regular	10/18/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4219-00/01	Public Works	$500,000	To conduct biological studies with a focus on aquatic habitat and ecosystems; civil and mechanical engineering related to the lake lining, piping, overflow and aeration systems.	Regular	06/30/03
4220-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	$212,500	To represent the city before federal legislative, administrative, and regulatory agencies on matters concerning water supply, wastewater treatment, energy matters, and natural resources.	Regular	12/31/00
4221-00/01	Juvenile Probation	$174,000	To provide expert consultant and technical programming services for the Juvenile Justice computer system replacement and enhancement.	Regular	06/30/01
4222-00/01	Public Health	$215,000	To provide intermittent, as-needed, on-call mobile therapeutic apheresis services for patients requiring this specialized blood filtration service.	Regular	06/30/00
4223-00/01 ***Continued to the meeting of 8/7/00***	Public Transportation	$700,000	To provide specialized project management, oversight, inspection, testing, and administrative support for the Muni System Safety Improvement program. Will also provide a broad range of professional services to address the Triennial On-Site Safety Audit.	Regular	07/31/03
4224-00/01	Police	$450,000	To provide psychological evaluations of final entry-level police officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/03
4225-00/01	Police	$366,000	To conduct pre-employment polygraph examinations of police officer applicants and other Department hires; and provide written reports of their findings.	Regular	06/30/03
4226-00/01	Police	$122,000	To perform hair sample analysis to determine drug usage and historical patterns of drug usage for police officer, cadet, and service aide applicants.	Regular	06/30/03
4227-00/01	Airport	$150,000	To provide graphic design and project management services for Airport's Annual Report and calendar.	Regular	06/30/01
4228-00/01	Public Health	$12,000,000	To provide computerized approval to community pharmacists for prescriptions from Community Health Network physicians for S.F. residents without medical insurance. Will reimburse the pharmacies for the medications.	Regular	09/30/02
4229-00/01	Art Commission	$214,000	To identify appropriate locations for artworks, as well as design, fabricate, install and transport a sculptural artwork for the Juvenile Hall Replacement Project. Will also develop a curriculum for an artist in residency program, for Juvenile Hall youth.	Regular	12/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4230-00/01	Airport	$130,000	To provide adjunct consulting on Airport emergency preparedness and air disaster response training and planning. Must provide assistance on Federal Aviation Administration certified medical regulations and exams.	Regular	06/30/01
4231-00/01	Airport	$125,000	To provide consulting services for the formation of an Airfield Public Interest Committee and provide permit approval strategies for the Airfield Reconfiguration Program.	Regular	07/17/01
4232-00/01	Airport	$1,176,569	To provide Common User Terminal Equipment (CUTE) and Multi-User Flight Information (MUFIDS) systems upgrades to accommodate new airlines not included in the original scope or the new International Terminal Construction Project.	Regular	12/15/00
4233-00/01	Airport	$766,500	To provide consulting services to San Mateo County. Will provide a consultant who will study the source, extent and areas in which noise from aircraft operations is produced at San Francisco International Airport and evaluate problems the noise creates.	Regular	06/30/03
4234-00/01	Human Resources	$63,000	To design, write, publish and distribute a monthly wellness Newsletter for Health Plan 1 members.	Regular	06/30/01
4135-99/00	Public Works	Increase Amount $900,000 New Amount $1,800,000	To provide all services, labor, materials and equipment necessary to respond to hazardous material incidents involving environmental cleanup, remediation and control issues for City property and facilities.	Regular	06/30/02
4169-98/99	Airport	Increase Amount $300,000 New Amount $550,000	To continue to provide direct staff support for aircraft noise and flight track analysis, ad-hoc aircraft noise level analysis for areas distant to permanent noise monitoring sites, and to conduct noise monitoring for low-frequency type noise.	Regular	04/05/02

Speakers:	Commissioner Casper informed the Commission that the possible contractor for PSC# 4230-00/01 is a client of his. He has not been contacted by the client but requests that he be allowed to abstain from voting on PSC# 4230-00/01.
Action:	1) PSC# 4230-00/01 severed at the request of Commissioner Casper. 2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0450-00-8 (continued)

3) Allow Commissioner Casper to abstain from voting on PSC# 4230-00/01. (Vote of 4 to 0; Commissioner Casper abstains)
4) Adopt Human Resources Director's report on PSC# 4230-00/01. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Casper abstains.)

0447-00-1 Ratification of Settlement Agreement on future employment of John Boyajy. (Item No. 8)

Speakers: None.

Action: No future employment with the City and County of San Francisco. (Vote of 5 to 0)

0451-00-1 Approval of exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-Imposed "CAP." (Item No. 9)

Speakers: None.

Action: Adopt Human Resources Director's report. Approve the exemption from Civil Service of those positions identified in the report as authorized by Charter Section 10.104-1 through 10.104-12. (Vote of 5 to 0)

0174-00-6 Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 10)

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.

May 15, 2000: Postpone to the meeting of June 5, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.

June 5, 2000: Postpone to the meeting of June 19, 2000 at the request of the Public Utilities Commission.

June 19, 2000: Postpone to the meeting of July 17, 2000. Commission requests the presence of Tony Flores and Larry Klein of the Public Utilities Commission.

0174-00-6 (continued)

Speakers: None.

Action: Postpone to the meeting of August 7, 2000 at the request of the Department of Human Resources. (Vote of 5 to 0)

0075-00-4 Appeal by Sandra Molina and Vivian Porter of the oral examination and eligible list for Eligibility Worker (Job Code 2903) and Senior Eligibility Worker (Job Code 2905). (Item No. 11)

June 5, 2000: Continue to the meeting of July 17, 2000 pending additional information from the Department of Human Services on the oral examination process.

Speakers: Marsha Stroope, Department of Human Services
Vivian Porter
Louis Voccia, Department of Human Services

Action: Adopt report. Deny the appeal of Ms. Molina and Ms. Porter. Sustain the decision of the Human Resources Director. (Vote of 5 to 0)

0392-00-4 Appeal of the decision of the Human Resources Director to disqualify H-2 Firefighter candidates Kevin Reavey and Christopher Renstrom on the basis of cheating during the written tests of the Cadet Program. (Item No. 12)

June 19, 2000: Continue to the meeting of July 17, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.

Speakers: None.

Action: Postpone to the meeting of August 7, 2000 at the request of Jim Collins and Katherine Mahoney, attorneys for Kevin Reavey and Christopher Renstrom. (Vote of 5 to 0)

0455-00-1 Report from the Department of Human Resources on General Analysis of Special Assistants. (Item No. 13)

May 15, 2000:	Report accepted and approved.
Speakers:	Linda Marini, Department of Human Resources Duane Reno, IFPTE, Local 21 Attorney
Action:	Schedule for Commission meeting of August 7, 2000. (Vote of 5 to 0)

0550-99-6 Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 14)

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.
March 6, 2000:	Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.
March 20, 2000:	Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.
April 17, 2000:	Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.
May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.
May 15, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Transportation Department.
June 19, 2000:	Postpone to the meeting of July 17, 2000 at the request of Barbara Thomson.
Speakers:	None.
Action:	Postpone to the meeting of August 7, 2000 at the request of the Department of Human Resources. (Vote of 5 to 0)

0182-00-3 Appeal by Rubin Gibson, Jr. of the Human Resources Director's decision on the definition of Battery Leave. (Item No. 15)

May 1, 2000:	Postpone to the meeting of May 15, 2000 pending additional information from the Department of Human Resources regarding the definition of assault pay/battery leave.
May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of the Department of Human Resources.
June 5, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Department of Human Resources.
June 19, 2000:	Postpone to the meeting of July 17, 2000 at the request of the Commission.
Speakers:	None.
Action:	Adopt report. Sustain the decision of the Human Resources Director on the definition of Battery Leave. (Vote of 3 to 2; Commissioners Casper and Gorrono dissent.)

0164-00-7 Determination of future employability: termination of permanent appointment of Ruth Perry, Transit Operator (Job Code 9163), Public Transportation Department. (Item No. 16)

March 20, 2000:	Postpone to the meeting of April 17, 2000 at the request of TWU, Local 250-A.
April 17, 2000:	Postpone to the meeting of May 15, 2000 at the request of Ms. Perry.
May 15, 2000:	Postpone to the meeting of July 17, 2000 at the request of Ms. Perry. The Commission stipulated that this will be the last continuance granted.
Speakers:	Faith Van Putten, Municipal Transportation Agency Ruth Perry J. Thomas Diepenbrock, Attorney for Ms. Perry

0164-00-7 (continued)

Action:

1) Cancel any current examination eligibility status;
2) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; and
3) No future employment with the Public Transportation Department. (Vote of 3 to 2; Commissioners Casper and Gorrono dissent.)

0224-00-7 Determination of future employability: termination of permanent appointment of Frank Phakeovilay, Health Worker I (Job Code 2585), Public Health Department. (Item No. 17)

Speakers: None.

Action: Postpone to the meeting of August 7, 2000 at the request of Catherine Haley, Attorney. (Vote of 5 to 0)

0452-00-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 18)

Action: Approve.

0453-00-1 Progress report on Class Consolidation Project. (Item No. 19)

Action: Approve.

0454-00-1 Final status of the Appeals Processing Log for Fiscal Year 1999-2000. (Item No. 20)

Action: Approve.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.

Alice Fialkin, President, TWU, Local 250-A spoke on PSC# 4223-00/01 and requested that the Commission rescind its earlier action to allow them to meet and confer with the Municipal Transportation Agency.

Paul Lovette, Municipal Transportation Agency, indicated there would be some delay to the project and they will work with the Transport Workers Union.

Action: The Commission rescinded its earlier action approving PSC# 4223-00/01 and is scheduling to hear PSC# 4223-00/01 at its meeting of August 7, 2000. (Vote of 5 to 0)

ADJOURNMENT

3:08 p.m.

Adjournment in memory of James Frederick Susoeff, brother of Lynn Susoeff of the Department of Human Resources. The Commission sends its condolences to the Suseoff family.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, August 7, 2000
1:00 p.m.

[redacted]

DOCUMENTS DEPT.
AUG - 3 2000
SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters pertaining to the Closed Session.

III. Vote on whether to hold closed session on a Personnel Matter and to confer with the designated labor negotiator (San Francisco Administrative Code Sections 67.10 (b) and 67.10 (e)). (ACTION ITEM)

IV. Closed session pursuant to California Government Code Sections 54957 and 54957.6

A) PERSONNEL MATTER – Preliminary consideration of Charges involving Zula Jones filed by a citizen in accordance with Charter Section A-8.341 Removal or Discharge of Permanent, Non-Probationary Employee.

Number of Employees Affected: One (1)

The Commissioners are making a preliminary consideration of charges filed by a citizen. This is not a hearing for dismissal. (DISCUSSION/ACTION ITEM)

B) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)

Gene Rucker, Civil Service Commission Labor Negotiator
Organization: All.
Anticipated issue under negotiation: terms and conditions of employment.

Prior to the meeting the Commissioners were provided with draft Civil Service Commission Rule proposals.

V. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(4).) (ACTION ITEM)

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VII. Adjournment

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 08/03/00

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

SAN FRANCISCO

Civil Service Commission

Explore

Home
Commission I
Meeting Inforr
Filing Appeals
Employee Rel
Rules
Merit System

Contact

Agendas/Minutes

Monday, August 7, 2000
1:00 p.m.

Public Comment heard in Room 416
Closed Session conducted in Room 414

City Hall
1 Dr. Carlton B. Goodlett Place

I. The Special Meeting convened at 1:35 p.m. in City Hall, Room 416.

Present: Commissioner Donald A. Casper

Commissioner Karen Clopton

Commissioner Morgan R. Gorrono

Commissioner Adrienne Pon

Excused: Commissioner Rosabella Safont

Commissioner Karen Clopton presided.

II. Public comment on all matters pertaining to the Closed Session.

None.

III. Vote on whether to hold closed session on a Personnel Matter and to confer with the designated labor negotiator (San Francisco Administrative Code Sections 67.10 (b) and 67.10 (e)). (Action Item)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session began at 1:37 p.m. in City Hall, Room 414 and the following were present:

Karen Clopton, President

Donald A. Casper, Commissioner

Morgan R. Gorrono, Commissioner

Adrienne Pon, Commissioner

Kate Favetti, Executive Officer, CSC

Virginia Harmon, Interim Director, Human Rights Commission

Andrea R. Gourdine, Human Resources Director

Janet Richardson, Deputy City Attorney

Gene Rucker, Labor Negotiator, CSC

Anita Sanchez, Assistant Executive Officer, CSC

IV. Closed session pursuant to California Government Code Sections 54957 and 54957.6

A. PERSONNEL MATTER – Preliminary consideration of Charges involving Zula Jones filed by a citizen in accordance with Charter Section A-8.341 Removal or Discharge of Permanent, Non-Probationary Employee.

Number of Employees Affected: One (1)

The Commissioners are making a preliminary consideration of charges filed by a citizen. This is not a hearing for dismissal. (Discussion/Action Item)

B) CONFERENCE WITH LABOR NEGOTIATOR

(DISCUSSION ITEM)

Gene Rucker, Civil Service Commission Labor Negotiator

Organization: All.

Anticipated issue under negotiation: terms and conditions of employment.

Prior to the meeting the Commissioners were provided with draft Civil Service Commission Rule proposals.

Closed Session ended at 2:02 p.m.

IV. The Commission reconvened in open session in City Hall, Room 416.

A. Vote to elect whether to disclose any or all discussions held in closed session

(San Francisco Administrative Code Section 67.12 (b)(4).) (ACTION ITEM)

Action: The Commission voted to disclose its discussion on Item IV A) held in closed session (San Francisco Administrative Code Sections 67.12 (b) (5). (Vote of 4 to 0)

Action: The Commission had for its consideration charges filed by a citizen affecting one employee under Charter Section A-8.341. It was the Commission's decision that no evidence was presented in addition to the indictment, that it is not the Civil Service Commission's function to act in the stead of a tribunal, that there was timely reassignment on May 11, 2000 of the individual, and there is no basis to take further action. In addition, the Commission instructed the Executive Officer to notify the Department Head and the complainant of its decision.

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VII. Adjournment Return to Agendas/Minutes

---

contact us | accessibility policy | disclaimer | privacy policy

Copyright © 2002 City & County of San Francisco. All rights reserved.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

REN CLOPTON
PRESIDENT

BELLA SAFONT
CE PRESIDENT

LD A. CASPER
OMMISSIONER

N R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

ATE FAVETTI
TIVE OFFICER

AGENDA

Regular Meeting
of
August 7, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

DOCUMENTS DEPT.
AUG - 2 2000
SAN FRANCISCO
PUBLIC LIBRARY

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 7, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Karen Clopton
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of July 17, 2000

Recommendation: Adopt.

Regular Meeting of July 17, 2000

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0450-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4223-00/01	Municipal Transportation Agency	$700,000	To provide specialized project management, oversight, inspection, testing, and administrative support for the Muni System Safety Improvement program. Will also provide a broad range of professional services to address the Triennial On-Site Safety Audit.	Regular	07/31/03

July 17, 2000: The Commission rescinded its earlier action approving PSC# 4223-00/01 and is scheduling to hear PSC# 4223-00/01 at its meeting of August 7, 2000.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0498-00-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4235-00/01	Airport	$350,000	To provide technical assistance to the Airport on Phase II of the Environmental Impact Report and Environmental Impact Statement, provide historic resource, recreation, bay access, air quality and other technical assistance to obtain permits.	Regular	07/31/01
4236-00/01	Port	$100,000	To provide data management software and consulting services to meet the Port's needs in areas of billing, property and vessel management.	Regular	01/31/01
4237-00/01	Mayor's Office of Children, Youth & Families	$650,000	To develop a strategic plan for San Francisco children and youth, evaluate all DCYF grantees, and technology platform for grant management.	Regular	12/31/01
4238-00/01	Public Works	$790,000	To provide document review, construction management, cost estimating, scheduling, value engineering, life cycle cost analysis and other services associated with constructing the new Juvenile Hall Replacement facility.	Regular	03/31/04
4239-00/01	City Planning	$100,000	To investigate the possibility of expanding the Transit Impact Development Fee (TIDF) program to determine linkages between transit services and trip making needs.	Regular	03/31/01
4240-00/01	Airport	$291,000	To oversee the design, acquisition, installation, and testing process of a new comprehensive and enhanced aircraft noise management system.	Regular	07/31/02
4241-00/01	City Administrator's Office	$230,000	To implement the Home Composting Education Program. Will conduct Composting and Gardening Educator Training, Composting Bin Distribution and the School Composting Education programs.	Regular	07/31/01
4242-00/01	Juvenile Probation	$52,500	To provide intensive reality based peer counseling for youth being detained at Juvenile Hall and Log Cabin Ranch.	Regular	06/30/01
4243-00/01	Juvenile Probation	$202,125	To provide short-term residential care for youth awaiting long-term placement. Youth will be provided with medical, educational and mental health services.	Regular	06/30/01
4244-00/01	Juvenile Probation	$65,000	To provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/01
4245-00/01	Public Utilities Commission (Water)	$1,108,170	To provide extended warranty to repair/replace hardware and periodic upgraded software for proprietary wastewater treatment plant's equipment.	Regular	06/30/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4246-00/01	Public Health	$525,000	To evaluate the impact of San Francisco's proposed health insurance expansion programs on rates of uninsurance among San Franciscans.	Regular	12/31/04
4247-00/01	Public Health	$960,000	To provide specialized legal services pertaining to health issues, primarily in the areas of licensure and certification for Skilled Nursing Facilities, regulatory requirements, managed care contracts, reimbursement and compliance plans.	Regular	06/30/06
4248-00/01	Airport	$90,000	To provide specialized conservation of museum objects for 2000/2001; and meeting necessary national museum standards for exhibitions in the current Airport terminals and the New International Terminal.	Regular	08/14/01
4249-00/01	Adult & Aging Services	$300,000	To provide legal permanent residents with information, education and legal services through the Senior Naturalization Services Program, for the purpose of achieving citizenship.	Regular	06/30/01
4250-00/01	Adult & Aging Services	$201,696	To provide naturalization services to legal aliens including outreach, intake and assessment of a clients' eligibility for naturalization, citizenship preparation, coordination and referral, advocacy and follow-up services.	Regular	06/30/01
4251-00/01	Public Health	$1,350,000	To provide as-needed, on-call supplemental temporary nursing personnel at times of high census, high acuity and during staff illnesses and/or vacations.	Regular	06/30/01
4252-00/01	Public Utilities Commission (Water)	$149,997	To provide management training, consultation services, and new training for the Apprentice Stationary Engineers and Public Service Aids for the PUC, Water Control Division (WPCD).	Regular	06/30/03
4038-99/00	Airport	Increase Amount $13,667,258 New Amount $28,667,258	To implement Phase III of the Geotechnical Studies which includes, investigation of disposal sites, evaluation of potential borrow sites and dredge disposal alternatives, and hydrological assessment of potential mitigation sites.	Regular	12/31/02
4065-97/98	Human Resources	Increase Amount $75,000 New Amount $180,000	To provide third-party administration of the City's Department of Transportation (DOT) Federal Motor Carrier Safety Administrator (FMCSA) drug and alcohol employee testing program.	Regular	12/31/00
4072-98/99	Port	Increase Amount $49,929 New Amount $170,300	To prepare an interpretative signage program to an exhibit design that also describes Port business lines.	Regular	06/30/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Amendment to Civil Service Commission Rules – Delete Rule X27 – Temporary Exchanges for Training Purposes and Rule X28 - Employee Training Reimbursement Program. (File No. 0499-00-5) - Action Item

April 3, 1995:	Posted for deletion.
Recommendation:	Delete.

(8) Recodification of "Rule of One" for Certification Purposes from the Civil Service Commission Rules to Civil Service Commission Procedures. (File No. 0500-00-5) - Action Item

Recommendation: Approve.

(9) Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the state of California. (File No. 0469-00-3) - Action Item

Recommendation: Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; provide report to the Board of Supervisors.

(10) Ratification of settlement agreement on future employment of Mary Kay Baldwin. (File No. 0505-00-1) - Action Item

Recommendation: Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Appeal by Oscar Lechado of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0112-00-7) - Action Item

Recommendation:	Adopt report. Deny the appeal of Mr. Lechado. Sustain the decision of the Human Resources Director.

(12) Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0174-00-6) – Action Item

May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
June 5, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Utilities Commission.
June 19, 2000:	Postpone to the meeting of July 17, 2000. Commission requests the presence of Tony Flores and Larry Klein of the Public Utilities Commission.
July 17, 2000:	Postpone to the meeting of August 7, 2000 at the request of the Department of Human Resources.
Recommendation:	Adopt report. Deny the appeal of Ms. Journette. Sustain the decision of the Human Resources Director.

(13) Appeal of the decision of the Human Resources Director to disqualify H-2 Firefighter candidates Kevin Reavey and Christopher Renstrom on the basis of cheating during the written tests of the Cadet Program. (File No. 0392-00-4) - Action Item

June 19, 2000:	Continue to the meeting of July 17, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.
July 17, 2000:	Continue to the meeting of August 7, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.

0392-00-4 (continued)

Recommendation:	Deny the appeals by Mr. Reavey and Mr. Renstrom; uphold their disqualification from the Cadet Program on the basis of the physical evidence and accounts of witnesses supporting the allegation that they cheated during the written tests of the Cadet Program. Place restrictions on Mr. Reavey and Mr. Renstrom's future employment such that they are never allowed employment with the San Francisco Fire Department.

(14) Report from the Department of Human Resources on General Analysis of Special Assistants. (File No. 0455-00-1) – Action Item

October 4, 1999:	The Civil Service Commission will obtain an objective and neutral party, (Commissioner Munson suggested an Administrative Law Judge) to conduct an investigation into the use of the Special Assistant classifications. The investigation is to include all appeals, litigation or threatened litigation, and, a general analysis of all the Special Assistant appointments since the inception of the classification to evaluate any problems the creation of this special category has caused. The objective neutral party will conduct a thorough investigation, take testimony, where appropriate, and report findings to the Commission. Duane Reno, on behalf of Local 21 withdrew the request for investigation on one position in favor of the broader investigation.
May 15, 2000:	Report from the Department of Human Resources on General Analysis of Special Assistants accepted and approved.
July 17, 2000:	Schedule for Commission meeting of August 7, 2000.
Recommendation:	Open for discussion.

(15) Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6) - Action Item

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.
March 6, 2000:	Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.
March 20, 2000:	Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.
April 17, 2000:	Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.
May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.
May 15, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Transportation Department.
June 19, 2000:	Postpone to the meeting of July 17, 2000 at the request of Barbara Thomson.
July 17, 2000:	Postpone to the meeting of August 7, 2000 at the request of the Department of Human Resources.
Recommendation:	Adopt report. Deny the appeal of Mr. Lavin. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(16) **Determination of future employability: termination of permanent appointment of Frank Phakeovilay, Health Worker I (Job Code 2585), Department of Public Health. (File No. 0224-00-7) - Action Item**

July 17, 2000: Postpone to the meeting of August 7, 2000 at the request of Catherine Haley, Attorney.

Recommendation of the Department of Public Health:

1) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; and
2) No future employment with the Department of Public Health.

EXECUTIVE OFFICER'S REPORT

(17) **Draft proposal of the Civil Service Commission's Outreach and Communications plan. (File No. 0501-00-1) - Action Item**

Recommendation: Approve.

(18) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.**

(19) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

REN CLOPTON
PRESIDENT

ELLA SAFONT
CE PRESIDENT

LD A. CASPER
OMMISSIONER

R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

ATE FAVETTI
IVE OFFICER

MINUTES

Regular Meeting
August 7, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

ROLL CALL

DOCUMENTS DEPT.
AUG 1 0 2000
SAN FRANCISCO
PUBLIC LIBRARY

Commissioner Donald A. Casper	Present
Commissioner Karen Clopton	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Clopton presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of July 17, 2000

Action: Adopt. (Vote of 5 to 0)

Regular Meeting of July 17, 2000

Action: Adopt. (Vote of 5 to 0)

ANNOUNCEMENTS

1) The Civil Service Commission Regular Meeting of September 4, 2000 is cancelled due to the Labor Day Holiday. The Commission will hold special meetings in September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 18, 2000.

(2) Recipients of the Human Resources Director's Awards for outstanding performance and Employee Recognition Awards were announced as follows:

EMPLOYEE RECOGNITION AWARDS

OUTSTANDING PERFORMANCE	Luisa Castillo
LEADERSHIP	Linda Cosico
CUSTOMER SERVICE	Melissa Tucker
TEAM EXCELLENCE	Gloria Choy
	Winston DeLara
	Noreen King
	Kathy Luhman
	Mauricio Martinez
	Seu Lew
	Chase MacLennan
	Myrna Orais
	Sue Sumida
	Binh Trinh
UNSUNG HEROS	Luis Garcia
	Martin Isidro
	Hoang Nguyen

HUMAN RESOURCES DIRECTOR'S AWARDS

1ST PLACE	Cheryl Chin	**2nd PLACE**	Marie Chan
	Gail Clabby		Denise Collier
	Eric Jue		Michael Crandell
	Linda Lee		Maria Estrada
	Josie Racelis		Diane Ferrari
	Erlinda Santa Maria		Florence Gee
	Beaulah Smith		Maria Grossi
	Don Yamamoto		Rosanna Grundy
	Deborah McGuire		Aileen Hayashida-Fong
	Annabelle Per		Sheila Khoo
	Miriam Rameriz		Iris Lee
	Susann Rodriguez-Corns		Dorothy Lim
	John Tusch		Sandra Lockwood
2nd PLACE	Matthias Bernard		Sophia McCamey
	Antoinette Candelaria	**3rd PLACE**	Bob Pritchard

The Civil Service Commission recognized the commitment of the award recipients and extended its appreciation of their valuable contributions to the work of the Civil Service Commission and the City and County of San Francisco.

0450-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4223-00/01	Municipal Transportation Agency	$700,000	To provide specialized project management, oversight, inspection, testing, and administrative support for the Muni System Safety Improvement program. Will also provide a broad range of professional services to address the Triennial On-Site Safety Audit.	Regular	07/31/03

July 17, 2000: The Commission rescinded its earlier action approving PSC# 4223-00/01 and is scheduling to hear PSC# 4223-00/01 at its meeting of August 7, 2000.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0498-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4235-00/01	Airport	$350,000	To provide technical assistance to the Airport on Phase II of the Environmental Impact Report and Environmental Impact Statement, provide historic resource, recreation, bay access, air quality and other technical assistance to obtain permits.	Regular	07/31/01
4236-00/01	Port	$100,000	To provide data management software and consulting services to meet the Port's needs in areas of billing, property and vessel management.	Regular	01/31/01
4237-00/01	Mayor's Office of Children, Youth & Families	$650,000	To develop a strategic plan for San Francisco children and youth, evaluate all DCYF grantees, and technology platform for grant management.	Regular	12/31/01
4238-00/01	Public Works	$790,000	To provide document review, construction management, cost estimating, scheduling, value engineering, life cycle cost analysis and other services associated with constructing the new Juvenile Hall Replacement facility.	Regular	03/31/04
4239-00/01	City Planning	$100,000	To investigate the possibility of expanding the Transit Impact Development Fee (TIDF) program to determine linkages between transit services and trip making needs.	Regular	03/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4240-00/01	Airport	$291,000	To oversee the design, acquisition, installation, and testing process of a new comprehensive and enhanced aircraft noise management system.	Regular	07/31/02
4241-00/01	City Administrator's Office	$230,000	To implement the Home Composting Education Program. Will conduct Composting and Gardening Educator Training, Composting Bin Distribution and the School Composting Education programs.	Regular	07/31/01
4242-00/01	Juvenile Probation	$52,500	To provide intensive reality based peer counseling for youth being detained at Juvenile Hall and Log Cabin Ranch.	Regular	06/30/01
4243-00/01	Juvenile Probation	$202,125	To provide short-term residential care for youth awaiting long-term placement. Youth will be provided with medical, educational and mental health services.	Regular	06/30/01
4244-00/01	Juvenile Probation	$65,000	To provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/01
4245-00/01	Public Utilities Commission (Water)	$1,108,170	To provide extended warranty to repair/replace hardware and periodic upgraded software for proprietary wastewater treatment plant's equipment.	Regular	06/30/05
4246-00/01	Public Health	$525,000	To evaluate the impact of San Francisco's proposed health insurance expansion programs on rates of uninsurance among San Franciscans.	Regular	12/31/04
4247-00/01	Public Health	$960,000	To provide specialized legal services pertaining to health issues, primarily in the areas of licensure and certification for Skilled Nursing Facilities, regulatory requirements, managed care contracts, reimbursement and compliance plans.	Regular	06/30/06
4248-00/01	Airport	$90,000	To provide specialized conservation of museum objects for 2000/2001; and meeting necessary national museum standards for exhibitions in the current Airport terminals and the New International Terminal.	Regular	08/14/01
4249-00/01	Adult & Aging Services	$300,000	To provide legal permanent residents with information, education and legal services through the Senior Naturalization Services Program, for the purpose of achieving citizenship.	Regular	06/30/01
4250-00/01	Adult & Aging Services	$201,696	To provide naturalization services to legal aliens including outreach, intake and assessment of a clients' eligibility for naturalization, citizenship preparation, coordination and referral, advocacy and follow-up services.	Regular	06/30/01
4251-00/01	Public Health	$1,350,000	To provide as-needed, on-call supplemental temporary nursing personnel at times of high census, high acuity and during staff illnesses and/or vacations.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4252-00/01	Public Utilities Commission (Water)	$149,997	To provide management training, consultation services, and new training for the Apprentice Stationary Engineers and Public Service Aids for the PUC, Water Control Division (WPCD).	Regular	06/30/03
4038-99/00	Airport	Increase Amount $13,667,258 New Amount $28,667,258	To implement Phase III of the Geotechnical Studies which includes, investigation of disposal sites, evaluation of potential borrow sites and dredge disposal alternatives, and hydrological assessment of potential mitigation sites.	Regular	12/31/02
4065-97/98	Human Resources	Increase Amount $75,000 New Amount $180,000	To provide third-party administration of the City's Department of Transportation (DOT) Federal Motor Carrier Safety Administrator (FMCSA) drug and alcohol employee testing program.	Regular	12/31/00
4072-98/99	Port	Increase Amount $49,929 New Amount $170,300	To prepare an interpretative signage program to an exhibit design that also describes Port business lines.	Regular	06/30/01

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0499-00-5 Amendment to Civil Service Commission Rules – Delete Rule X27 – Temporary Exchanges for Training Purposes and Rule X28 - Employee Training Reimbursement Program. (Item No. 7)

April 3, 1995: Posted for deletion.

Speakers: None.

Action: 1) Delete Rule X27 for employees in all classes. Employees in classes represented by Transport Workers Union, Local 200 and Local 250-A were not covered by Rule X27.

2) Delete Rule X28 for all classes except for employees in classes represented by Transport Workers Union, Local 200 and Local 250-A. (Vote of 5 to 0)

0500-00-5 Recodification of "Rule of One" for Certification Purposes from the Civil Service Commission Rules to Civil Service Commission Procedures. (Item No. 8)

Speakers: None.

Action: Approve. (Vote of 5 to 0)

0469-00-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the state of California. (Item No. 9)

Speakers:	None.
Action:	Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; provide report to the Board of Supervisors. (Vote of 5 to 0)

0505-00-1 Ratification of settlement agreement on future employment of Mary Kay Baldwin. (Item No. 10)

Speakers:	None.
Action:	Approve. (Vote of 5 to 0)

0112-00-7 Appeal by Oscar Lechado of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 11)

Speakers:	Pro:	Elizabeth Jacobi, Department of Human Resources
	Pro:	Esther Leong, Department of Human Resources
	Con:	Hassan Shareef, Representative for Mr. Lechado
Action:		Adopt report. Deny the appeal of Mr. Lechado. Sustain the decision of the Human Resources Director. (Vote of 5 to 0)

0174-00-6 Appeal by Lenora Journette of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 12)

May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
May 15, 2000:	Postpone to the meeting of June 5, 2000 at the request of Jano Oscherwitz, SEIU, Local 790.
June 5, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Utilities Commission.
June 19, 2000:	Postpone to the meeting of July 17, 2000. Commission requests the presence of Tony Flores and Larry Klein of the Public Utilities Commission.

0174-00-6 (continued)

July 17, 2000:		Postpone to the meeting of August 7, 2000 at the request of the Department of Human Resources.
Speakers:	Pro:	Elizabeth Jacobi, Department of Human Resources
	Con:	Jano Oscherwitz, SEIU, Local 790
	Pro:	Larry Klein, Public Utilities Commission
	Pro:	Antonio Flores, Public Utilities Commission
Action:		Adopt report. Deny the appeal of Ms. Journette. Sustain the decision of the Human Resources Director. The Commission encouraged Mr. Flores to apply and to continue training that will enable him to acquire the necessary people skills for management. (Vote of 5 to 0)

0392-00-4 **Appeal of the decision of the Human Resources Director to disqualify H-2 Firefighter candidates Kevin Reavey and Christopher Renstrom on the basis of cheating during the written tests of the Cadet Program. (Item No. 13)**

June 19, 2000:	Continue to the meeting of July 17, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.
July 17, 2000:	Continue to the meeting of August 7, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.
Speakers:	John Cooper, Deputy City Attorney
Action:	Postpone the hearing for Kevin Reavey to the meeting of August 21, 2000 at the request of Jim Collins, Attorney for Mr. Reavey. Christopher Renstrom withdrew his appeal. (Vote of 5 to 0)

0455-00-1 Report from the Department of Human Resources on General Analysis of Special Assistants. (Item No. 14)

October 4, 1999: The Civil Service Commission will obtain an objective and neutral party, (Commissioner Munson suggested an Administrative Law Judge) to conduct an investigation into the use of the Special Assistant classifications. The investigtion is to include all appeals, litigation or threatened litigation, and, a general analysis of all the Special Assistant appointments since the inception of the classification to evaluate any problems the creation of this special category has caused. The objective neutral party will conduct a thorough investigation, take testimony, where appropriate, and report findings to the Commission. Duane Reno, on behalf of Local 21 withdrew the request for investigation on one position in favor of the broader investigation.

May 15, 2000: Report from the Department of Human Resources on General Analysis of Special Assistants accepted and approved.

July 17, 2000: Schedule for Commission meeting of August 7, 2000.

Speakers: Duane Reno, Attorney for Local 21.

Action: No further investigation from outside party; the Department of Human Resources will keep the Civil Service Commission abreast of Special Assistant appointments through monthly reports. Any additional information from Local 21 should be directed to the Executive Officer. (Vote of 5 to 0)

0550-99-6 Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 15)

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.

0550-99-6 (continued)

March 20, 2000:	Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.
April 17, 2000:	Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.
May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.
May 15, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Transportation Department.
June 19, 2000:	Postpone to the meeting of July 17, 2000 at the request of Barbara Thomson.
July 17, 2000:	Postpone to the meeting of August 7, 2000 at the request of the Department of Human Resources.
Speakers:	None.
Action:	Off calendar at the request of the Department of Human Resources. (Vote of 5 to 0)

0224-00-7 Determination of future employability: termination of permanent appointment of Frank Phakeovilay, Health Worker I (Job Code 2585), Department of Public Health. (Item No. 16)

July 17, 2000:	Postpone to the meeting of August 7, 2000 at the request of Catherine Haley, Attorney.
Speakers:	Kin Gee, Department of Public Health Katherine Haley, Attorney
Action:	1) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; and 2) No future employment with the Department of Public Health. (Vote of 4 to 1; Commissioner Gorrono dissents)

0501-00-1 **Draft proposal of the Civil Service Commission's Outreach and Communications plan. (Item No. 17)**

Action: Approve. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.

None.

ADJOURNMENT

3:24 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

REN CLOPTON
PRESIDENT

BELLA SAFONT
CE PRESIDENT

LD A. CASPER
OMMISSIONER

R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

ATE FAVETTI
TIVE OFFICER

AGENDA

Regular Meeting
of
August 21, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

DOCUMENTS DEPT.
AUG 1 6 2000
SAN FRANCISCO
PUBLIC LIBRARY

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 21, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Karen Clopton
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of August 7, 2000

Recommendation: Adopt.

Regular Meeting of August 7, 2000

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) COMMENDATIONS AGENDA - Action Item

Commendation for Leo Dinneen, Senior Accountant, Department of Human Resources, upon his retirement after 42 years of service to the City and County of San Francisco. (File No. 0547-00-1)

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0548-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4253-00/01	Juvenile Probation	$65,000	To provide a mentorship program for youth at risk of becoming serious juvenile offenders. Volunteer mentors recruited from the community will help youth in the maturation process through various interventions.	Regular	06/30/01
4254-00/01	Juvenile Probation	$138,600	To provide a court ordered home detention and supervision program for up to twenty youth, on a daily basis, and to ensure that the youth adhere to conditions of their release.	Regular	06/30/01
4255-00/01	Juvenile Probation	$200,000	To provide a comprehensive array of services for young women who have been released from detention and returned to their community. Services include case management, linkages with appropriate providers and family reunification.	Regular	06/30/01
4256-00/01	Juvenile Probation	$455,000	To provide intensive supervision, case management and monitor youth on probation through school attendance, court hearings, home visits and counseling.	Regular	06/30/01
4258-00/01	Human Resources	$60,000	To administer Management Cafeteria Plan for eligible employees in management classifications. Work includes communication of plan framework and enrollment of members.	Regular	06/30/01
4259-00/01	Human Resources	$375,000	To provide actuarial services for Health Benefit plan as required by the Charter. Services will include calculating rates, developing Charter amendments, estimating a budget, and studying alternative health plans.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-97/98	Airport	Increase Amount $394,200 New Amount $934,000	To continue the Airport Landscape Master Plan. This will extend landscaping to Millbrae and San Bruno boundaries, encompassing the Bay Street Buffer and Bay Trail Project.	Regular	12/31/00
4047-98/99	Mayor's Office	Increase Amount $139,700 New Amount $289,700	To provide financial advisory services for the issuance of Certificates of Participation in connection with the San Bruno Jail Replacement Project.	Regular	12/31/01
4257-00/01	Human Services	Increase Amount $393,563 New Amount $418,865	To provide a staffing and workload study of the Food Stamps, Medi-Cal and County Adult Assistance programs, CalWORKs, In-Home Supportive Services and Carrying Sections in the Department.	Regular	10/31/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Proposed amendment to Civil Service Commission Rules - Position Classification and Related Rules (Rules Series #09) affecting ALL employees. (File No. 0551-00-5) - Action Item

Recommendation: Post for adoption. Notify Employee Organizations of meet and confer.

(8) Ratification of Settlement Agreement on future employment of Shirley Lee. (File No. 0537-00-7) - Action Item

Recommendation: Approve.

(9) **Ratification of Settlement Agreement on future employment of Jay Johnson. (File No. 0546-00-7) - Action Item**

Recommendation:	Approve.

(10) **Ratification of Settlement Agreement on future employment of Olden Williams. (File No. 0545-00-7) - Action Item**

Recommendation:	Approve.

(11) **Procedures on Settlement Agreements Addressing Future Employment with the City and County of San Francisco. (File No. 0560-00-1) - Action Item**

Recommendation:	Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) **Appeal of the decision of the Human Resources Director to disqualify H-2 Firefighter candidates Kevin Reavey and Christopher Renstrom on the basis of cheating during the written tests of the Cadet Program. (File No. 0392-00-4) - Action Item**

June 19, 2000:	Continue to the meeting of July 17, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.
July 17, 2000:	Continue to the meeting of August 7, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.
August 7, 2000:	Postpone the hearing for Kevin Reavey to the meeting of August 21, 2000 at the request of Jim Collins, Attorney for Mr. Reavey. Christopher Renstrom withdrew his appeal.
Recommendation:	Deny the appeal by Mr. Reavey; uphold his disqualification from the Cadet Program on the basis of the physical evidence and accounts of witnesses supporting the allegation that he cheated during the written tests of the Cadet Program. Place restrictions on Mr. Reavey's future employment such that he is never allowed employment with the San Francisco Fire Department.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) **Determination of future employability: termination of permanent appointment with services unsatisfactory of Carl Ament, Employment Specialist (Job Code 9703) Department of Human Services. (File No. 0479-00-7) - Action Item**

Recommendation of the Department of Human Services:

Future employment with the Department of Human Services subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the Department of Human Services.

HUMAN RESOURCES DIRECTOR'S REPORT

(14) **Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (File No. 0549-00-1)**

Recommendation: Approve.

(15) **Progress report on Class Consolidation Project. (File No. 0550-00-1)**

Recommendation: Approve.

(16) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

00

REN CLOPTON
PRESIDENT

BELLA SAFONT
CE PRESIDENT

LD A. CASPER
COMMISSIONER

N R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

ATE FAVETTI
TIVE OFFICER

MINUTES

Regular Meeting
August 21, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
AUG 25 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:03 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present (missed item 1)
Commissioner Karen Clopton	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present (missed items 1-5)

Commissioner Clopton presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of August 7, 2000

Action: Adopt. (Vote of 4 to 0)

Regular Meeting of August 7, 2000

Action: Adopt. (Vote of 4 to 0)

ANNOUNCEMENTS

The Civil Service Commission Regular Meeting of September 4, 2000 is cancelled due to the Labor Day Holiday. The Commission will hold special meetings in September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 18, 2000.

COMMENDATIONS

0547-00-1 Commendation for Leo Dinneen, Senior Accountant, Department of Human Resources, upon his retirement after 42 years of service to the City & County of San Francisco. (Item No. 5)

Speakers: None.

Action: Approve. (Vote of 4 to 0)

0548-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4253-00/01	Juvenile Probation	$65,000	To provide a mentorship program for youth at risk of becoming serious juvenile offenders. Volunteer mentors recruited from the community will help youth in the maturation process through various interventions.	Regular	06/30/01
4254-00/01	Juvenile Probation	$138,600	To provide a court ordered home detention and supervision program for up to twenty youth, on a daily basis, and to ensure that the youth adhere to conditions of their release.	Regular	06/30/01
4255-00/01	Juvenile Probation	$200,000	To provide a comprehensive array of services for young women who have been released from detention and returned to their community. Services include case management, linkages with appropriate providers and family reunification.	Regular	06/30/01
4256-00/01	Juvenile Probation	$455,000	To provide intensive supervision, case management and monitor youth on probation through school attendance, court hearings, home visits and counseling.	Regular	06/30/01
4258-00/01	Human Resources	$60,000	To administer Management Cafeteria Plan for eligible employees in management classifications. Work includes communication of plan framework and enrollment of members.	Regular	06/30/01
4259-00/01	Human Resources	$375,000	To provide actuarial services for Health Benefit plan as required by the Charter. Services will include calculating rates, developing Charter amendments, estimating a budget, and studying alternative health plans.	Regular	06/30/01
4041-97/98 *Over to 9/18/00*	Airport	Increase Amount $394,200 New Amount $934,000	To continue the Airport Landscape Master Plan. This will extend landscaping to Millbrae and San Bruno boundaries, encompassing the Bay Street Buffer and Bay Trail Project.	Regular	12/31/00
4047-98/99	Mayor's Office	Increase Amount $139,700 New Amount $289,700	To provide financial advisory services for the issuance of Certificates of Participation in connection with the San Bruno Jail Replacement Project.	Regular	12/31/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4257-00/01	Human Services	Increase Amount $393,563 New Amount $418,865	To provide a staffing and workload study of the Food Stamps, Medi-Cal and County Adult Assistance programs, CalWORKs, In-Home Supportive Services and Carrying Sections in the Department.	Regular	10/31/01

Speakers: Con: David Novogrodsky, IFPTE, Local 21 spoke on PSC# 4041-97/98.

Pro: Gabe Karol, Airport Commission.

Action: 1) Postpone PSC# 4041-97/98 to the meeting of September18, 2000 and request the presence of representatives from the Airport and the Department of Public Works.

2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0551-00-5 Proposed amendment to Civil Service Commission Rules - Position Classification and Related Rules (Rules Series #09) affecting ALL employees. (Item No. 7)

Speakers: None.

Action: Post for adoption. Notify Employee Organizations of meet and confer. (Vote of 5 to 0)

0537-00-7 Ratification of Settlement Agreement on future employment of Shirley Lee. (Item No. 8)

Speakers: None.

Action: Approve. (Vote of 5 to 0)

0546-00-7 Ratification of Settlement Agreement on future employment of Jay Johnson. (Item No. 9)

Speakers: None.

Action: Approve. (Vote of 5 to 0)

0545-00-7 Ratification of Settlement Agreement on future employment of Olden Williams. (Item No. 10)

Speakers:	None.
Action:	Approve. (Vote of 5 to 0)

0560-00-1 Procedures on Settlement Agreements Addressing Future Employment with the City and County of San Francisco. (Item No. 11)

Speakers:	None
Action:	Approve. (Vote of 5 to 0)

0392-00-4 Appeal of the decision of the Human Resources Director to disqualify H-2 Firefighter candidates Kevin Reavey and Christopher Renstrom on the basis of cheating during the written tests of the Cadet Program. (Item No. 12)

June 19, 2000:	Continue to the meeting of July 17, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.
July 17, 2000:	Continue to the meeting of August 7, 2000 at the request of attorneys Jim Collins and Katherine Mahoney, representatives for Kevin Reavey and Christopher Renstrom.
August 7, 2000:	Postpone the hearing for Kevin Reavey to the meeting of August 21, 2000 at the request of Jim Collins, Attorney for Mr. Reavey. Christopher Renstrom withdrew his appeal.
Speakers:	None
Action:	Kevin Reavey withdrew his appeal (Vote of 4 to 0)

0479-00-7 Determination of future employability: termination of permanent appointment with services unsatisfactory of Carl Ament, Employment Specialist (Job Code 9703) Department of Human Services. (Item No. 13)

Speakers:	None
Action:	Postpone to the meeting of September 18, 2000 at the request of Carl Ament. (Vote of 4-0)

0549-00-1 Report of exempt positions under Charter Categories 10.104-16 through 10.104-18. (Item No. 14)

Speakers: None.

Action: Approve. (Vote of 5 to 0)

0550-00-1 Progress report on Class Consolidation Project. (Item No. 15)

Speakers: None.

Action: Approve. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

2:13 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/00

REN CLOPTON
PRESIDENT

BELLA SAFONT
CE PRESIDENT

ALD A. CASPER
COMMISSIONER

N R. GORRONO
COMMISSIONER

ADRIENNE PON
OMMISSIONER

ATE FAVETTI
TIVE OFFICER

AGENDA

Regular Meeting
of
September 18, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
SEP 15 2000
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 18, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Karen Clopton
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 21, 2000

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) COMMENDATIONS AGENDA

Commendation for Commissioner Karen Clopton upon her resignation from the Civil Service Commission and her appointment as Chief Operations Officer at the Port of San Francisco. (File No. 0634-00-1)

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0548-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-97/98	Airport	Increase Amount $394,200 New Amount $934,000	To continue the Airport Landscape Master Plan. This will extend landscaping to Millbrae and San Bruno boundaries, encompassing the Bay Street Buffer and Bay Trail Project.	Regular	12/31/00

August 21, 2000: Postpone to the meeting of September 18, 2000 and request the presence of representatives from the Airport and the Department of Public Works.

Recommendation: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of requests for approval of proposed personal services contracts. (File No. 0626-00-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4260-00/01	Airport Commission	$1,725,700	Will provide additional design and construction administration services for the construction of the Airport's parking garages and Concourse BART Station.	Regular	03/30/01
4261-00/01	Public Works	$475,000	Will provide and coordinate a volunteer neighborhood tree-planting program, which includes locating and preparing tree basins, purchasing trees and planting materials, providing completed tree permit applications and monthly reports of trees.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4262-00/01	Airport Commission	$998,400	Will provide consulting to assist the Airport with the design and construction of airport building infrastructure modifications and improvements to enable Airline and Concessions to start tenant improvements.	Regular	06/30/01
4263-00/01	Recreation & Parks	$80,000	Will provide circus performances at various locations. Performances include circus acts such as clowning, juggling, and stilt-walking. Will also include childrens' workshops.	Regular	06/30/02
4264-00/01	Recreation & Parks	$160,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Regular	06/30/02
4265-00/01	Police	$84,400	Will provide support groups, tutoring, and one-on-one mentoring during school hours, and after school and summer programs. Will also implement the case management system for tracking of target group.	Regular	06/30/01
4266-00/01	Public Library	$250,000	Will provide professional and technical library services including: cataloging, processing and inventory of reference and circulating materials not represented in the Library's online public catalog.	Regular	06/30/02
4268-00/01	Mayor's Criminal Justice Council	$80,000	Will assist in the development and technical support of a management information system that is specific to the requirements of the State of California Board of Corrections Challenge Grant program.	Regular	08/31/03
4269-00/01	Public Works	$10,000,000	Will provide pre-construction and construction phase services for Laguna Honda Hospital's replacement program.	Regular	12/31/09
4270-00/01	Controller	$200,000	Will conduct a performance audit of the City's Public Defender's Office and train current staff to assess whether the Public Defender is efficiently managing its operations.	Regular	11/30/01
4271-00/01	Arts Commission	$126,000	Will complete Phase Two of the project and will engineer, fabricate, deliver and install four unique sculptures as part of the Union Square Improvement Project.	Regular	07/01/02
4272-00/01	Arts Commission	$86,834	Will conduct creative writing classes to mentor youth at risk in San Francisco, who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Regular	06/30/01
4273-00/01	Human Resources	$280,000	Will provide high-level management consultation services to include workers' compensation actuarial studies, benchmark studies, case review reports, and medical protocol identification.	Regular	06/30/00
4274-00/01	Environment	$240,000	Will provide technical services to enroll employees, process claims, maintain and administer a pretax benefits plan for transit/vanpool program.	Regular	01/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-98/99	Public Utilities Commission (Water)	Increase Amount $600,000 New Amount $1,200,000	Will provide as-needed laboratory analytical services for the detection and identification of infectious microbiological waterborne pathogens, and conduct water sample laboratory testing to identify pathogenic viruses and parasites.	Regular	06/30/03
4096-99/00	Airport Commission	Increase Amount $2,030,000 New Amount $4,030,000	Will develop a constrained "no build forecast", conduct an analysis of a third bridge crossing and its affects to SFO and Oakland International Airport, airspace interactions with OAK, SFO and San Jose International Airport, and additional noise analyses.	Regular	10/31/02
4110-97/98	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $500,000 New Amount $1,400,000	Will provide financial advisory services related to the issuance of revenue bonds and other financial instruments for the purpose of financing the PUC capital improvement program.	Regular	06/30/04
4267-00/01	Telecommunication & Information Services	Increase Amount $250,000 New Amount $300,000	Will provide staffing for the E911 computer system. Will develop a policy and procedures manual, administrative standards, and procedures to support the E911 mission critical system.	Regular	06/30/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6) - Action Item

February 7, 2000:	Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.
March 6, 2000:	Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.
March 20, 2000:	Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.

Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0550-99-6) - Continued

April 17, 2000:	Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.
May 1, 2000:	Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.
May 15, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Transportation Department.
June 19, 2000:	Postpone to the meeting of July 17, 2000 at the request of Barbara Thomson.
July 17, 2000:	Postpone to the meeting of August 7, 2000 at the request of the Department of Human Resources.
August 7, 2000:	Off calendar at the request of the Department of Human Resources.
Recommendation:	Appeal resolved and withdrawn.

(9) **Determination of future employability: termination of permanent appointment with services unsatisfactory of Carl Ament, Employment Specialist (Job Code 9703) Department of Human Services. (File No. 0479-00-7) - Action Item**

August 21, 2000:	Postpone to the meeting of September 18, 2000 at the request of Mr. Ament.
Recommendation:	Appeal withdrawn; Future employment with the Department of Human Services subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the Department of Human Services.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) **Appeal by William Kelly on his exclusion from the Institutional Police Sergeant (Job Code 8205) examination. (File No. 0504-00-4) - Action Item**

Recommendation: Adopt report. Deny the appeal of Mr. Kelly. Sustain the decision of the Human Resources Director.

(11) **Appeal by Christian Lagasca of the Human Resources Director's decision to dismiss the employment discrimination complaint. (File No. 0521-00-6) - Action Item**

Recommendation: Adopt report. Deny the appeal of Mr. Lagasca. Sustain the decision of the Human Resources Director.

(12) **Appeal by Peter Der of the decision of the Director of Transportation on the posted eligible list for Transit Manager II (Job Code 9141) Municipal Transportation Agency. (File No. 0532-99-4) - Action Item**

Recommendation: Deny appeal; uphold the decision of the Director of Transportation, Municipal Transportation Agency.

(13) **Appeal by Michael Lonergan of the decision of the Director of Transportation regarding the protest of the Transit Manager II (Job Code 9141) examination announcement (Municipal Transportation Agency). (File No. 0736-99-4) - Action Item**

Recommendation: Deny appeal; uphold the decision of the Director of Transportation, Municipal Transportation Agency.

(14) **Appeal by Michael Lonergan of the decision of the Director of Transportation regarding rating key, conversion formula and promotive points for the Transit Manager II (Job Code 9141) examination (MTA). (File No. 0542-00-4) - Action Item**

Recommendation: Deny appeal; uphold the decision of the Director of Transportation, Municipal Transportation Agency.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) **Determination of future employability: dismissal from permanent appointment of Edward Garcia, Senior Fare Collections Receiver (Job Code 9116) Municipal Transportation Agency. (File No. 0535-00-7) - Action Item**

Recommendation: No future employment with the City and County of San Francisco.

(16) **Determination of future employability: termination of provisional appointment of Wilton McGlory, Custodian (Job Code 2708), Airport. (File No. 0463-00-7) - Action Item**

Recommendation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(17) **Determination of future employability: release from probationary appointment of Jessica Price, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0534-00-7) - Action Item**

Recommendation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(18) **Appeal of resignation, services deemed unsatisfactory of Farris Smith, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0283-00-7) - Action Item**

Recommendation: Accept the resignation as certified; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(19) **Appeal of automatic resignation of Larnise Tarlesson, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0377-00-7) - Action Item**

Recommendation: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(20) **Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0486-00-7) - Action Item**

Recommendation: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(21) **Determination of future employability: disciplinary release of entrance probationary appointment of Roger Winston, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0462-00-7) - Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or BP Driving License.

HUMAN RESOURCES DIRECTOR'S REPORT

(22) **Progress report on Class Consolidation Project. (File No. 0627-00-1)**

Recommendation: Approve.

(23) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(24) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/oo

.N CLOPTON
PRESIDENT

LLA SAFONT
PRESIDENT

D A. CASPER
MMISSIONER

R. GORRONO
MMISSIONER

RIENNE PON
MMISSIONER

TE FAVETTI
VE OFFICER

MINUTES

Regular Meeting
September 18, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
SEP 2 1 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:11 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Karen Clopton	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Present

Commissioner Clopton presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of August 21, 2000

Action: Adopt. (Vote of 4 to 0)

0634-00-1 **Commendation for Commissioner Karen Clopton upon her resignation from the Civil Service Commission and her appointment as Chief Operations Officer at the Port of San Francisco. (Item No. 5)**

Speakers: None.

Action: Approve. (Vote of 4 to 0)

0548-00-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-97/98	Airport	Increase Amount $394,200 New Amount $934,000	To continue the Airport Landscape Master Plan. This will extend landscaping to Millbrae and San Bruno boundaries, encompassing the Bay Street Buffer and Bay Trail Project.	Regular	12/31/00

August 21, 2000: Postpone to the meeting of September 18, 2000 and request the presence of representatives from the Airport and the Department of Public Works.

Speakers:
Gabe Karol, Airport
Peter Bittenbender, Airport
Leslie Abbott, IFPTE, Local 21
Sherman Hom, Section Manager, Landscape Architecture, DPW

Action: Separate portions of services that can be performed by civil service classes (Department of Public Works) from PSC #4041-97/98 and approve remaining portion. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0626-00-8 **Review of requests for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4260-00/01	Airport Commission	$1,725,700	Will provide additional design and construction administration services for the construction of the Airport's parking garages and Concourse BART Station.	Regular	03/30/01
4261-00/01	Public Works	$475,000	Will provide and coordinate a volunteer neighborhood tree-planting program, which includes locating and preparing tree basins, purchasing trees and planting materials, providing completed tree permit applications and monthly reports of trees.	Regular	06/30/01
4262-00/01	Airport Commission	$998,400	Will provide consulting to assist the Airport with the design and construction of airport building infrastructure modifications and improvements to enable Airline and Concessions to start tenant improvements.	Regular	06/30/01
4263-00/01	Recreation & Parks	$80,000	Will provide circus performances at various locations. Performances include circus acts such as clowning, juggling, and stilt-walking. Will also include childrens' workshops.	Regular	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4264-00/01	Recreation & Parks	$160,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Regular	06/30/02
4265-00/01	Police	$84,400	Will provide support groups, tutoring, and one-on-one mentoring during school hours, and after school and summer programs. Will also implement the case management system for tracking of target group.	Regular	06/30/01
4266-00/01	Public Library	$250,000	Will provide professional and technical library services including: cataloging, processing and inventory of reference and circulating materials not represented in the Library's online public catalog.	Regular	06/30/02
4268-00/01	Mayor's Criminal Justice Council	$80,000	Will assist in the development and technical support of a management information system that is specific to the requirements of the State of California Board of Corrections Challenge Grant program.	Regular	08/31/03
4269-00/01	Public Works ***Amended***	~~$10,000,000~~ ***$7,000,000***	Will provide pre-construction and construction phase services for Laguna Honda Hospital's replacement program.	Regular	~~12/31/09~~ ***12/31/07***
4270-00/01	Controller	$200,000	Will conduct a performance audit of the City's Public Defender's Office and train current staff to assess whether the Public Defender is efficiently managing its operations.	Regular	11/30/01
4271-00/01	Arts Commission	$126,000	Will complete Phase Two of the project and will engineer, fabricate, deliver and install four unique sculptures as part of the Union Square Improvement Project.	Regular	07/01/02
4272-00/01	Arts Commission	$86,834	Will conduct creative writing classes to mentor youth at risk in San Francisco, who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Regular	06/30/01
4273-00/01	Human Resources	$280,000	Will provide high-level management consultation services to include workers' compensation actuarial studies, benchmark studies, case review reports, and medical protocol identification.	Regular	06/30/00
4274-00/01	Environment	$240,000	Will provide technical services to enroll employees, process claims, maintain and administer a pretax benefits plan for transit/vanpool program.	Regular	01/31/03
4026-98/99	Public Utilities Commission (Water)	Increase Amount $600,000 New Amount $1,200,000	Will provide as-needed laboratory analytical services for the detection and identification of infectious microbiological waterborne pathogens, and conduct water sample laboratory testing to identify pathogenic viruses and parasites.	Regular	06/30/03
4096-99/00	Airport Commission	Increase Amount $2,030,000 New Amount $4,030,000	Will develop a constrained "no build forecast", conduct an analysis of a third bridge crossing and its affects to SFO and Oakland International Airport, airspace interactions with OAK, SFO and San Jose International Airport, and additional noise analyses.	Regular	10/31/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4110-97/98	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $500,000 New Amount $1,400,000	Will provide financial advisory services related to the issuance of revenue bonds and other financial instruments for the purpose of financing the PUC capital improvement program.	Regular	06/30/04
4267-00/01	Telecommunication & Information Services	Increase Amount $250,000 New Amount $300,000	Will provide staffing for the E911 computer system. Will develop a policy and procedures manual, administrative standards, and procedures to support the E911 mission critical system.	Regular	06/30/01

Speakers: PSC #4266-00/01 Commissioner Donald Casper
Donna Marion, Public Library
Michele Modena, Department of Human Resources

PSC #4269-00/01 Leslie Abbott, IFPTE, Local 21
Michael Lane, Department of Public Works

Action: Amend PSC #4269-00/01 with the amount changed from $10,000,000 to $7,000,000 and duration from 12/31/09 to12/31/07. Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.
(Vote of 4 to 0)

0550-99-6 **Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 8)**

February 7, 2000: Postpone to the meeting of March 6, 2000, at the request of Barbara Thomson.

March 6, 2000: Postpone to the meeting of March 20, 2000, at the request of Barbara Thomson.

March 20, 2000: Postpone to the meeting of April 17, 2000 at the joint request of Barbara Thomson and the Department of Human Resources.

April 17, 2000: Postpone to the meeting of May 1, 2000 at the request of the Human Resources Department.

May 1, 2000: Postpone to the meeting of May 15, 2000 at the request of the Public Transportation Department.

0550-99-6 **Appeal by Lawrence Lavin of the Human Resources Director's decision to dismiss the employment discrimination complaint. (continued)**

May 15, 2000:	Postpone to the meeting of June 19, 2000 at the request of the Public Transportation Department.
June 19, 2000:	Postpone to the meeting of July 17, 2000 at the request of Barbara Thomson.
July 17, 2000:	Postpone to the meeting of August 7, 2000 at the request of the Department of Human Resources.
August 7, 2000:	Off calendar at the request of the Department of Human Resources
Speakers:	None.
Action:	Appeal resolved and withdrawn. (Vote of 4 to 0)

0479-00-7 **Determination of future employability: termination of permanent appointment with services unsatisfactory of Carl Ament, Employment Specialist (Job Code 9703) Department of Human Services. (Item No. 9)**

August 21, 2000:	Postpone to the meeting of September 18, 2000 at the request of Mr. Ament.
Speakers:	None.
Action:	Appeal withdrawn; Future employment with the Department of Human Services subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the Department of Human Services. (Vote of 4 to 0)

0504-00-4 **Appeal by William Kelly on his exclusion from the Institutional Police Sergeant (Job Code 8205) examination. (Item No. 10)**

Speakers:
Ana Borja-Valdes, Department of Human Resources
James Driscoll, Attorney
Rex Spray, SEIU, Local 790
Gary Kong, IPOA
Eli Santiago, SFIPA
William Kelly

Action: The Commission instructed the Department of Human Resources to administer a third examination and to notify the qualified applicants for the first examination who were not notified of the second examination. (Vote of 3 to 1; Commissioner Safont dissents).

0521-00-6 **Appeal by Christian Lagasca of the Human Resources Director's decision to dismiss the employment discrimination complaint. (Item No. 11)**

Speakers:
Elizabeth Jacobi, Department of Human Resources
Therese Madden, Public Utilities Commission - EEO
Christian Lagasca

Action: Adopt report. Deny the appeal of Mr. Lagasca. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)

0532-99-4 **Appeal by Peter Der of the decision of the Director of Transportation on the posted eligible list for Transit Manager II (Job Code 9141) Municipal Transportation Agency. (Item No. 12)**

Speakers:
Michael Lum, Municipal Transportation Agency
Peter Der

Action: Deny appeal; uphold the decision of the Director of Transportation, Municipal Transportation Agency. (Vote of 3 to 1; Commissioner Casper dissents).

0736-99-4 **Appeal by Michael Lonergan of the decision of the Director of Transportation regarding the protest of the Transit Manager II (Job Code 9141) examination announcement (Municipal Transportation Agency). (Item No. 13)**

Speakers: None.

Action: Deny appeal; uphold the decision of the Director of Transportation, Municipal Transportation Agency. Mr. Lonergan failed to appear. (Vote of 4 to 0)

0542-00-4 **Appeal by Michael Lonergan of the decision of the Director of Transportation regarding rating key, conversion formula and promotive points for the Transit Manager II (Job Code 9141) examination (MTA). (Item No. 14)**

Speakers: None.

Action: Deny appeal; uphold the decision of the Director of Transportation, Municipal Transportation Agency. Mr. Lonergan failed to appear. (Vote of 4 to 0)

0535-00-7 **Determination of future employability: dismissal from permanent appointment of Edward Garcia, Senior Fare Collections Receiver (Job Code 9116) Municipal Transportation Agency. (Item No. 15)**

Speakers: None.

Action: Appeal withdrawn by Mr. Garcia. No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0463-00-7 **Determination of future employability: termination of provisional appointment of Wilton McGlory, Custodian (Job Code 2708), Airport. (Item No. 16)**

Speakers: None.

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. Mr. McGlory failed to appear. (Vote of 4 to 0)

0534-00-7 **Determination of future employability: release from probationary appointment of Jessica Price, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 17)**

Speakers: None.

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency. Ms. Price failed to appear. (Vote of 4 to 0)

0283-00-7 **Appeal of resignation, services deemed unsatisfactory of Farris Smith, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 18)**

Speakers: None.

Action: Accept the resignation as certified; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency. Mr. Smith failed to appear. (Vote of 4 to 0)

0377-00-7 **Appeal of automatic resignation of Larnise Tarlesson, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 19)**

Speakers: None.

Action: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency. Ms. Tarlesson failed to appear. (Vote of 4 to 0)

0486-00-7 Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 20)

Speakers:	None.
Action:	Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0462-00-7 Determination of future employability: disciplinary release of entrance probationary appointment of Roger Winston, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 21)

Speakers:	Faith Van Putten, Municipal Transportation Agency LaJuan Carter, TWU, Local 250-A
Action:	Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency that requires a Class B or BP Driving License. (Vote of 4 to 0)

0627-00-1 Progress report on Class Consolidation Project. (Item No. 22)

Action:	Approve. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

Regular Meeting
of
October 2, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

SEP 27 2000

SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ELECTION OF OFFICERS - VICE PRESIDENT ONLY

ANNOUNCEMENTS

RATIFICATION AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access
The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 2, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Regular Meeting of September 18, 2000

Recommendation: Adopt.

(4) ELECTION OF OFFICERS - VICE PRESIDENT ONLY

Recommendation: Open for discussion.

(5) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0658-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4275-00/01	Public Administrator/ Guardian	$2,500,000	Will provide varying services, which include cremation or burial, grave purchase, funeral service, shipping of corpses/ashes, death certificates, tombstone purchase and placement in niche.	Regular	10/02/04
4276-00/01	Airport	$500,000	Will provide construction support services throughout construction and close-out phases of the North Field Cargo Facilities project, and assist in handling technical issues.	Regular	03/01/01
4277-00/01	Police	$95,000	Will provide highly specialized technical and statistical support for all phases of the Q-80 Captain examination. Will maintain high standards and defend the examination contents and process in all legal venues.	Regular	06/30/03
4278-00/01	Elections	$55,000	Will translate Voter Information Pamphlet, informational brochures and other election related material to Spanish.	Regular	09/01/03
4279-00/01	Elections	$62,000	Will translate and typeset Voter Information Pamphlet, informational brochures and other election related material to Chinese.	Regular	09/01/03
4280-00/01	City Planning	$1,800,000	Will assist with preparation of urban design, transportation planning, real estate and land use components of plans for three City neighborhoods.	Regular	10/04/02
4281-00/01	Airport	$205,905	Will provide design services to revise leased site area around the Japan Airlines building to conform to Taxilane "C" configuration. Will complete construction documents for Phase II work and provide construction support for Phase I & II work.	Regular	01/30/01

4282-00/01	Public Health	$850,000	Will provide fiscal management services, organizational and financial management skills for the delivery of new community planning, support and service projects to accomplish vital community health projects.	Regular	12/31/01
4283-00/01	Public Transportation	$427,841	Will provide failure analysis on the Breda Light Rail Vehicle Procurement (LRV2) - Advance Train Control System Interface Circuits (ATCS).	Regular	08/31/05
4284-00/01	Mayor's-Business & Economic Development-Treasure Island	Increase Amount $83,000 New Amount $125,000	Will provide concept development, design, layout and production of 32-page Request for Qualifications (RFQ) for Master Developer for Treasure Island. Work also includes all components of RFQ: advertisements, delivery packets, website, and printing.	Regular	06/30/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(7) Appeal of automatic resignation of Joyce Lazard, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0600-00-7) - Action Item

Recommendation: Cancel any current examination and eligibility status;
Future employment with the Department of Human Services subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service;
No future employment with the Municipal Transportation Agency.

(8) **Appeal of automatic resignation of Sylvia Williams, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0611-00-7) - Action Item**

Recommendation:	Cancel any current examination and eligibility status; Future employment with the Department of Human Services subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(9) **Appeal of automatic resignation of Marvin Ellis, permanent civil service Airport Noise Abatement Officer (Job Code 5285), Airport. (File No. 0847-99-7) - Action Item**

March 6, 2000:	Off Calendar pending results of grievance arbitration.
Recommendation:	Cancel all current examinations and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County of San Francisco; No future employment with the Airport.

(10) **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0350-00-7) - Action Item**

Recommendation:	Cancel all current examinations and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.**

(12) **ADJOURNMENT**

LLA SAFONT
PRESIDENT

D A. CASPER
MMISSIONER

R. GORRONO
MMISSIONER

RIENNE PON
MMISSIONER

E FAVETTI
E OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
October 2, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
OCT - 6 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:07 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of September 18, 2000

Action: Adopt. Amended Item #10 in Minutes. (Vote of 4 to 0)

ELECTION OF OFFICERS - VICE PRESIDENT ONLY

Action: Off calendar to the meeting of October 16, 2000. (Vote of 4 to 0)

0658-00-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4275-00/01	Public Administrator/ Guardian	$2,500,000	Will provide varying services, which include cremation or burial, grave purchase, funeral service, shipping of corpses/ashes, death certificates, tombstone purchase and placement in niche.	Regular	10/02/04
4276-00/01	Airport	$500,000	Will provide construction support services throughout construction and close-out phases of the North Field Cargo Facilities project, and assist in handling technical issues.	Regular	03/01/01
4277-00/01	Police	$95,000	Will provide highly specialized technical and statistical support for all phases of the Q-80 Captain examination. Will maintain high standards and defend the examination contents and process in all legal venues.	Regular	06/30/03
4278-00/01	Elections	$55,000	Will translate Voter Information Pamphlet, informational brochures and other election related material to Spanish.	Regular	09/01/03
4279-00/01	Elections	$62,000	Will translate and typeset Voter Information Pamphlet, informational brochures and other election related material to Chinese.	Regular	09/01/03
4280-00/01	City Planning	$1,800,000	Will assist with preparation of urban design, transportation planning, real estate and land use components of plans for three City neighborhoods.	Regular	10/04/02
4281-00/01	Airport	$205,905	Will provide design services to revise leased site area around the Japan Airlines building to conform to Taxilane "C" configuration. Will complete construction documents for Phase II work and provide construction support for Phase I & II work.	Regular	01/30/01
4282-00/01	Public Health	$850,000	Will provide fiscal management services, organizational and financial management skills for the delivery of new community planning, support and service projects to accomplish vital community health projects.	Regular	12/31/01
4283-00/01	Public Transportation	$427,841	Will provide failure analysis on the Breda Light Rail Vehicle Procurement (LRV2) - Advance Train Control System Interface Circuits (ATCS).	Regular	08/31/05
4284-00/01	Mayor's-Business & Economic Development-Treasure Island	Increase Amount $83,000 New Amount $125,000	Will provide concept development, design, layout and production of 32-page Request for Qualifications (RFQ) for Master Developer for Treasure Island. Work also includes all components of RFQ: advertisements, delivery packets, website, and printing.	Regular	06/30/01

Speakers: Commissioner Donald Casper commented on PSC #4275-00/01 and PSC #4284-00/01.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0600-00-7 **Appeal of automatic resignation of Joyce Lazard, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 7)**

Speakers: None.

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency. Ms. Lazard failed to appear. (Vote of 4 to 0)

0611-00-7 **Appeal of automatic resignation of Sylvia Williams, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 8)**

Speakers: None.

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency. Ms. Williams failed to appear. (Vote of 4 to 0)

0847-99-7 **Appeal of automatic resignation of Marvin Ellis, permanent civil service Airport Noise Abatement Officer (Job Code 5285), Airport. (Item No. 9)**

March 6, 2000: Off Calendar pending results of grievance arbitration.

Speakers: None.

Action: Postpone to the meeting of October 16, 2000 at the request of William Murphy, attorney for Mr. Ellis. (Vote of 4 to 0)

0350-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 10)**

Speakers:	Faith Van Putten, Municipal Transportation Agency
Action:	Postpone to the meeting of October 16, 2000 to allow Mr. Edwards' representative to be present. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION.

None.

ADJOURNMENT

2:15 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

DOCUMENTS DEPT.
OCT 1 2 2000
SAN FRANCISCO
PUBLIC LIBRARY

Monday, October 16, 2000

1:00 p.m.

Room 414, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters pertaining to the Closed Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)

Gene Rucker, Civil Service Commission Labor Negotiator
Organization: All.
Anticipated issue under negotiation: Proposed Rule Amendments.

Prior to the meeting the Commissioners were provided with draft Civil Service Commission Rule proposals.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 10/12/00

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

SAN FRANCISCO

Civil Service Commission

Explore

Home

Commission I

Meeting Inforr

Filing Appeals

Employee Rel

Rules

Merit System

Contact

Agendas/Minutes

Monday, October 16, 2000

1:00 p.m.

City Hall, Room 414

1 Dr. Carlton B. Goodlett Place

I. The Special Meeting convened at 1:23 p.m. in City Hall, Room 414.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont (Missed Items I & II)
Commissioner Adrienne Pon presided.

II. Public comment on all matters pertaining to the Closed Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (Action Item)

Action: The Commission voted to conduct a closed session.(Vote 3-0)

Closed Session began at 1:37 p.m. in City Hall, Room 414 and the following were present:

Rosabella Safont, President

Donald A. Casper, Commissioner

Morgan R. Gorrono, Commissioner

Adrienne Pon, Commissioner

Kate Favetti, Executive Officer

Andrea Gourdine, Human Resources Director

April Madison-Ramsey, Deputy City Attorney

Gene Rucker, Labor Negotiator, CSC

Anita Sanchez, Assistant Executive Officer, CSC

A) CONFERENCE WITH LABOR NEGOTIATOR

(Discussion Item)

Gene Rucker, Civil Service Commission Labor Negotiator

Organization: All.

Anticipated issue under negotiation: Proposed Rule Amendments.

Prior to the meeting the Commissioners were provided with draft Civil Service Commission Rule proposals.

Closed Session ended at 2:26 p.m.

IV. The Commission reconvened in open session:

A. Vote to elect whether to disclose any or all discussions held in closed session

(San Francisco Administrative Code Section 67.12 (b)(5).) (Action Item)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment

2:27 p.m.

Return to Agendas/Minutes

contact us | accessibility policy | disclaimer | privacy policy

Copyright © 2002 City & County of San Francisco. All rights reserved.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

00

ABELLA SAFONT
PRESIDENT

ALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
TIVE OFFICER

AGENDA

Regular Meeting
of
October 16, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

OCT 1 3 2000

SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.ci.sf.ca.us/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 16, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 2, 2000

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS

October 2, 2000: Off calendar to the meeting of October 16, 2000.

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0686-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4285-00/01	Public Utilities Commission (Water)	$55,000	Will develop and adopt written policy and management plans to complete final phase of Comprehensive Watershed Management Policy and Plans that direct the management of 63,000 acres of City-owned watershed lands.	Regular	12/31/00
4286-00/01	Juvenile Probation	$55,000	Will provide a community alert telephone system for all neighborhood households to inform them when an escape occurs.	Regular	06/30/05
4287-00/01	Airport	$2,901,200	Will provide design and construction documents to convert an existing 10-gate International Terminal to a 14-gate domestic terminal including major reconfiguration of inbound-baggage system, and add a third-level mezzanine with elevators and escalators.	Regular	03/31/03
4288-00/01	Mayor's Office-Business & Economic Development	$93,500	Will provide financial advisory service pertaining to municipal debt, in particular lease revenue bonds in connection with the Moscone Convention Center Expansion Project.	Regular	12/31/02
4289-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	$100,000	Will provide roofing repair and replacement of terra-cotta tiles for designated housing units at Hetch Hetchy Moccasin Units.	Regular	01/31/01
4290-00/01	Recreation & Parks	$150,000	Will develop and provide administrative support for community-based Park and Recreation planning committees that will provide community input into the operations of the Department.	Regular	07/01/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Amendment of Civil Service Commission Rules on Employee Separation Procedures (Rule Series 22). (File No. 0689-00-5) - Action Item

Recommendation: Post for adoption following meet and confer.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Approval of exempt appointments under Charter Section 10.104.1 through 10.104.12 which exceed the Charter-Imposed "CAP". (File No. 0687-00-1) - Action Item

Recommendation: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104.1 through 10.104.12.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(9) Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0486-00-7) - Action Item

September 18, 2000	Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.

(File No. 0486-00-7) - (continued)

Recommendation: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(10) Appeal of automatic resignation of Marvin Ellis, permanent civil service Airport Noise Abatement Officer (Job Code 5285), Airport. (File No. 0847-99-7) - Action Item

March 6, 2000: Off calendar pending results of grievance arbitration.

October 2, 2000: Postpone to the meeting of October 16, 2000 at the request of William J. Murphy, attorney for Mr. Ellis.

Recommendation: Cancel all current examinations and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County of San Francisco; No future employment with the Airport.

(11) Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0350-00-7) - Action Item

October 2, 2000: Postpone to the meeting of October 16, 2000 to allow Mr. Edwards' representative to be present.

Recommendation: Cancel all current examinations and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service.

(12) Determination of future employability: disciplinary release of entrance probationary appointment of Robert Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0591-00-7) - Action Item

Recommendation: Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency which requires a Class B or Class BP driver's license.

HUMAN RESOURCES DIRECTOR'S REPORT

(13) **Progress report on Class Consolidation Project. (File No. 0688-00-1)**

Recommendation: Approve.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/oo

ELLA SAFONT
PRESIDENT

LD A. CASPER
OMMISSIONER

R. GORRONO
OMMISSIONER

DRIENNE PON
OMMISSIONER

ATE FAVETTI
IVE OFFICER

MINUTES

Regular Meeting
October 16, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
OCT 1 9 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:30 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 2, 2000

Action: Adopt. (Vote of 4 to 0)

ELECTION OF OFFICERS

October 2, 2000: Off calendar to the meeting of October 16, 2000.

Action: Commissioner Adrienne Pon was elected President for the term of office expiring May 31, 2001. Commissioner Rosabella Safont remains as Vice President for the term of office expiring May 31, 2001. (Vote of 4 to 0)

0686-00-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4285-00/01	Public Utilities Commission (Water)	$55,000	Will develop and adopt written policy and management plans to complete final phase of Comprehensive Watershed Management Policy and Plans that direct the management of 63,000 acres of City-owned watershed lands.	Regular	12/31/00
4286-00/01	Juvenile Probation	$55,000	Will provide a community alert telephone system for all neighborhood households to inform them when an escape occurs.	Regular	06/30/05
4287-00/01	Airport	$2,901,200	Will provide design and construction documents to convert an existing 10-gate International Terminal to a 14-gate domestic terminal including major reconfiguration of inbound-baggage system, and add a third-level mezzanine with elevators and escalators.	Regular	03/31/03
4288-00/01	Mayor's Office-Business & Economic Development	$93,500	Will provide financial advisory service pertaining to municipal debt, in particular lease revenue bonds in connection with the Moscone Convention Center Expansion Project.	Regular	12/31/02
4289-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	$100,000	Will provide roofing repair and replacement of terra-cotta tiles for designated housing units at Hetch Hetchy Moccasin Units.	Regular	01/31/01
4290-00/01	Recreation & Parks	$150,000	Will develop and provide administrative support for community-based Park and Recreation planning committees that will provide community input into the operations of the Department.	Regular	07/01/01

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0689-00-5 **Amendment of Civil Service Commission Rules on Employee Separation Procedures (Rule Series 22). (Item No. 7)**

Speakers: None.

Action: Post for adoption following meet and confer. (Vote of 4 to 0)

0687-00-1 **Approval of exempt appointments under Charter Section 10.104.1 through 10.104.12 which exceed the Charter-Imposed "CAP". (Item No. 8)**

Speakers: Linda Marini, Department of Human Resources

Action: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104.1 through 10.104.12. (Vote of 4 to 0)

0486-00-7 **Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 9)**

September 18, 2000	Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.
Speakers:	None.
Action:	Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0847-99-7 **Appeal of automatic resignation of Marvin Ellis, permanent civil service Airport Noise Abatement Officer (Job Code 5285), Airport. (Item No. 10)**

March 6, 2000:	Off calendar pending results of grievance arbitration.
October 2, 2000:	Postpone to the meeting of October 16, 2000 at the request of William J. Murphy, attorney for Mr. Ellis.
Speakers:	None.
Action:	Appeal withdrawn by William Murphy, attorney for Mr. Ellis. (Vote of 4 to 0)

0350-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 11)**

October 2, 2000:	Postpone to the meeting of October 16, 2000 to allow Mr. Edwards' representative to be present.
Speakers:	Faith Van Putten, Municipal Transportation Agency Lejeune Carter, TWU - Local 250-A Darryl Edwards
Action:	Continue to the meeting of November 20, 2000. The Commission requested additional information from the Department and the appellant. (Vote of 4 to 0)

0591-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Robert Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of November 6, 2000 at the request of TWU - Local 250-A. (Vote of 4 to 0)

0688-00-1 **Progress report on Class Consolidation Project.**

Action: Approve. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, November 6, 2000

12:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

DOCUMENTS DEPT.
NOV - 2 2000
SAN FRANCISCO
PUBLIC LIBRARY

Closed

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Council of Human Resource Managers. (DISCUSSION ITEM)
- Open discussion with Civil Service Commissioners on matters under the jurisdiction of the Civil Service Commission

IV. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)

Gene Rucker, Civil Service Commission Labor Negotiator
Organization: All.
Anticipated issue under negotiation: Proposed Rule Amendments.

Prior to the meeting the Commissioners were provided with draft Civil Service Commission Rule proposals.

V. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

VI. Airport Commission's EEO Plan for Fiscal Year 2000-2001. (ACTION ITEM)

Recommendation: Approve.

VII. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VIII. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 11/2/00

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

SAN FRANCISCO

Civil Service Commission

Agendas/Minutes

Monday, November 6, 2000

12:00 p.m.

I. The Special Meeting convened at 12:15 p.m. in City Hall, Room 416

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Rosabella Safont

Excused: Commissioner Adrienne Pon
Commissioner Rosabella Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Council of Human Resource Managers. (Discussion Item)

· Open discussion with Civil Service Commissioners on matters under the jurisdiction of the Civil Service Commission

IV. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (Action Item)

Action: The Commission voted to conduct a closed session.
(Vote of 3 to 0)

Closed Session began at 1:53 p.m. in City Hall, Room 414 and the following were present:

Rosabella Safont, Vice President
Donald A. Casper, Commissioner
Morgan R. Gorrono, Commissioner
Kate Favetti, Executive Officer
Andrea Gourdine, Human Resources Director
April Madison-Ramsey, Deputy City Attorney
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer

A) CONFERENCE WITH LABOR NEGOTIATOR

(Discussion Item)

Gene Rucker, Civil Service Commission Labor Negotiator
Organization: All.
Anticipated issue under negotiation: Proposed Rule Amendments.

Explore

Home

Commission I

Meeting Inforr

Filing Appeals

Employee Rel

Rules

Merit System

Contact

Prior to the meeting the Commissioners were provided with draft Civil Service Commission Rule proposals.

Closed Session ended at 2:20 p.m.

V. Reconvened in open session at 2:30 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session

(San Francisco Administrative Code Section 67.12 (b)(5).) (Action Item)

Action: The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)

(Vote of 3 to 0)

VI. Airport Commission's EEO Plan for Fiscal Year 2000-2001. (Action Item)

Speakers: 1) Gloria Louie, Airport Commission

2) Dorothy Yee, Department of Human Resources, EEO

Action: Approve. (Vote of 3 to 0)

VII. General Public Comment on Any Matter Within the Jurisdiction of the Civil Service Commission.

None.

VIII. Adjournment.

2:40 p.m.

Return to Agendas/Minutes

contact us | accessibility policy | disclaimer | privacy policy

Copyright © 2002 City & County of San Francisco. All rights reserved.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

0

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

Regular Meeting
of
November 6, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
NOV - 1 2000
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us civil_service . Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1 2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 6, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of October 16, 2000

Recommendation: Adopt.

Regular Meeting of October 16, 2000

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0716-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4291-00/01	Juvenile Probation	$307,000	Will provide a comprehensive program evaluation system that will measure achievements of specific program objectives for every youth placed in programs.	Regular	06/30/01
4292-00/01	Juvenile Probation	$115,065	Will provide a comprehensive Vocational and Educational Training Center for youth on probation. Training will include a computer based GED, an advanced computer literacy program, and a vocational component for youth who have completed the program.	Regular	06/30/01
4293-00/01	Port	$250,000	Will develop an emergency shoring design for three failed columns and collapsing west wall of Wharf J-10 at Fisherman's Wharf. Will also investigate various construction options while considering future use of the facility.	Regular	12/31/01
4294-00/01	Rent Arbitration Board	$175,000	Will perform study including surveys and focus groups to provide neutral, fact-based report on issues surrounding housing crisis in San Francisco. Will allow policy determinations to be made based upon findings of the study.	Regular	12/31/01
4295-00/01	Public Works	$116,500	Will provide Architectural/Engineering design and construction administration services for the addition of an exercise yard for inmates at the Sheriff's Jail Facility as mandated by State law.	Regular	12/31/03
4296-00/01	Human Resources	$67,045	Will develop written/performance and oral/performance examination questions for classes 5207 Associate Engineer, 5241 Engineer, and 5211 Senior Engineer.	Regular	11/21/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2001. (File No. 0705-00-1) - Action Item**

Recommendation: Adopt.

(7) **Proposed amendment to Civil Service Commission Rule - Rule 412 - Duration of Eligible Lists as applicable to TWU, Local 250-A. (File No. 0717-00-5) - Action Item**

Recommendation: Adopt.

(8) **Proposed amendment to Civil Service Commission Rule - Rule 414 - Appointments - Advancement from Part-time Position to Full-time as applicable to TWU, Local 250-A. (File No. 0718-00-5) - Action Item**

Recommendation: Adopt.

(9) **Amendment to Civil Service Commission Rule - 011 Series, Article III - Veterans' Preference. (File No. 0722-00-5) - Action Item**

Recommendation: Post for adoption following meet and confer.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) **Proposed amendment to Civil Service Commission Rules - Position Classification and Related Rules (Rules Series #09) affecting ALL employees. (File No. 0723-00-5) - Action Item**

August 21, 2000: Post for adoption. Notify Employee Organizations of meet and confer.

Recommendation: Adopt.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0486-00-7) - Action Item**

September 18. 2000	Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.
October 16. 2000:	Postpone to the meeting of November 6. 2000 at the request of the Municipal Transportation Agency.
Recommendation:	Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(12) **Determination of future employability: disciplinary release of entrance probationary appointment of Robert Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0591-00-7) - Action Item**

October 16. 2000:	Postpone to the meeting of November 6. 2000 at the request of TWU - Local 250-A.
Recommendation:	Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency which requires a Class B or Class BP driver's license.

EXECUTIVE OFFICER'S REPORT

(13) **Activities of the Civil Service Department from July 1, 2000 to October 31, 2000. (File No. 0724-00-1)**

Recommendation:	Approve.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/00

DRIENNE PON
PRESIDENT

ELLA SAFONT
CE PRESIDENT

LD A. CASPER
OMMISSIONER

R. GORRONO
OMMISSIONER

TE FAVETTI
VE OFFICER

MINUTES

Regular Meeting
November 6, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:40 p.m.

DOCUMENTS DEPT.
NOV - 9 2000
SAN FRANCISCO
PUBLIC LIBRARY

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of October 16, 2000

Action: Adopt. (Vote of 3 to 0)

Regular Meeting of October 16, 2000

Action: Adopt. (Vote of 3 to 0)

0716-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4291-00/01	Juvenile Probation *Continued to the meeting of 11/20/00*	$307,000	Will provide a comprehensive program evaluation system that will measure achievements of specific program objectives for every youth placed in programs.	Regular	06/30/01
4292-00/01	Juvenile Probation	$115,065	Will provide a comprehensive Vocational and Educational Training Center for youth on probation. Training will include a computer based GED, an advanced computer literacy program, and a vocational component for youth who have completed the program.	Regular	06/30/01
4293-00/01	Port	$250,000	Will develop an emergency shoring design for three failed columns and collapsing west wall of Wharf J-10 at Fisherman's Wharf. Will also investigate various construction options while considering future use of the facility.	Regular	12/31/01
4294-00/01	Rent Arbitration Board	$175,000	Will perform study including surveys and focus groups to provide neutral, fact-based report on issues surrounding housing crisis in San Francisco. Will allow policy determinations to be made based upon findings of the study.	Regular	12/31/01
4295-00/01	Public Works	$116,500	Will provide Architectural/Engineering design and construction administration services for the addition of an exercise yard for inmates at the Sheriff's Jail Facility as mandated by State law.	Regular	12/31/03
4296-00/01	Human Resources	$67,045	Will develop written/performance and oral/performance examination questions for classes 5207 Associate Engineer, 5241 Engineer, and 5211 Senior Engineer.	Regular	11/21/01

Speakers: Leslie Abbott, Local 21 did not oppose but raised concerns regarding PSC #4296-00/01.

Action:

(1) The Commission postponed PSC #4291-00/01 to the meeting of November 20, 2000 and requested the presence of a representative from Juvenile Probation.

(2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.
(Vote of 3 to 0)

0705-00-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2001. (Item No. 6)**

Speakers: None.

Action: Adopt. (Vote of 3 to 0)

0717-00-5 **Proposed amendment to Civil Service Commission Rule - Rule 412 - Duration of Eligible Lists as applicable to TWU, Local 250-A. (Item No. 7)**

Speakers: None.

Action: Adopt. (Vote of 3 to 0)

0718-00-5 **Proposed amendment to Civil Service Commission Rule - Rule 414 - Appointments - Advancement from Part-time Position to Full-time as applicable to TWU, Local 250-A. (Item No. 8)**

Speakers: None.

Action: Adopt. (Vote of 3 to 0)

0722-00-5 **Amendment to Civil Service Commission Rule - 011 Series, Article III - Veterans' Preference. (Item No. 9)**

Speakers: None.

Action: Post for adoption following meet and confer. (Vote of 3 to 0)

0723-00-5 **Proposed amendment to Civil Service Commission Rules - Position Classification and Related Rules (Rules Series #09) affecting ALL employees. (Item No. 10)**

August 21, 2000: Post for adoption. Notify Employee Organizations of meet and confer.

Speakers: None.

Action: Postpone to the meeting of November 20, 2000 at the request of the employee organizations. (Vote of 3 to 0)

0486-00-7 **Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 11)**

September 18, 2000 Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.

October 16, 2000: Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency.

Speakers:
Faith Van Putten, Municipal Transportation Agency
LeJeune Carter, TWU - Local 250-A
Ed Wong, Municipal Transportation Agency
William J. Murphy, attorney for Mr. Vaughn

Action: Continue to the meeting of November 20, 2000. The Commission requested additional information on Mr. Vaughn's employment history. (Vote of 3 to 0)

0591-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Robert Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**

October 16, 2000: Postpone to the meeting of November 6, 2000 at the request of TWU - Local 250-A.

Speakers: Lejeune Carter, TWU - Local 250-A

Action: Postpone to the meeting of November 20, 2000 at the request of TWU - Local 250-A. The Commission stipulated this would be the last postponement. (Vote of 3 to 0)

0724-00-1 **Activities of the Civil Service Department from July 1, 2000 to October 31, 2000. (Item No. 13)**

Speakers: Kate Favetti, Executive Officer, Civil Service Commission

Action: Approve. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:16 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

DOCUMENTS DEPT.
NOV 16 2000
SAN FRANCISCO
PUBLIC LIBRARY

Monday, November 20, 2000

1:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

ADRIENNE PON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)

Andrea Gourdine, Human Resources Director
Organization: All.
Anticipated issue under negotiation: Classification Plan.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 11/16/00

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

LOCAL GOVERNMENT

living | working | government | visiting | online services | search
go !

SAN FRANCISCO

Civil Service Commission

Agendas/Minutes

Monday, November 20, 2000
1:30 p.m. I. The Special Meeting convened at 1:45 p.m. in City Hall, Room 416

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon (Missed Items I - III; arrived at Item III-A)
Commissioner Rosabella Safont
Commissioner Rosabella Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).

(Action Item)

Action: The Commission voted to conduct a closed session.

(Vote of 3 to 0)

Closed Session began at 1:46 p.m. in City Hall, Room 414 and the following were present:

Adrienne Pon, President

Rosabella Safont, Vice President

Donald A. Casper, Commissioner

Morgan R. Gorrono, Commissioner

Kate Favetti, Executive Officer

Andrea Gourdine, Human Resources Director

April Madison-Ramsey, Deputy City Attorney

Anita Sanchez, Assistant Executive Officer

A) CONFERENCE WITH LABOR NEGOTIATOR

(Discussion Item)

Andrea Gourdine, Human Resources Director

Explore

Home

Commission I

Meeting Inforr

Filing Appeals

Employee Rel

Rules

Merit System

Contact

Organization: All.

Anticipated issue under negotiation: Classification Plan.

Closed Session ended at 2:10 p.m. IV. Reconvened in open session at 2:10 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)

(Action Item)

Action: The Commission voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code section 67.12 (b) (5).) (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:10 p.m

Return to Agendas/Minutes

contact us | accessibility policy | disclaimer | privacy policy

Copyright © 2002 City & County of San Francisco. All rights reserved.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
NOV 13 2000
SAN FRANCISCO
PUBLIC LIBRARY

0/00

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

November 9, 2000

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: **PROPOSED AMENDMENT TO CIVIL SERVICE COMMISSION RULE - 09 SERIES - POSITION CLASSIFICATION AND RELATED RULES.**

The above matter will be considered by the Civil Service Commission for adoption at a meeting to be held on November 20, 2000 at **2:00 p.m.** in **Room 416**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is optional. Matters calendared will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION
Kate Favetti
KATE FAVETTI
Executive Officer

Attachment

cc: Ray J. Antonio, Local 250-A, AFL-CIO, 1508 Fillmore St., Ste. 211, S.F., CA 94115
David Bowman, Auto Mechanics Lodge No. 1414, 150 So. Blvd., San Mateo, CA 94402-2470
Bob Britton, Operating Engineers, Local 3, 1620 South Loop Rd., Alameda, CA 94502
John Casey, Bay Counties DCC, 448 Hegenberger Rd., Oakland, CA 94621-1418
Chris Cunnie, Police Officers' Association, 510 – 7th Street, S.F., CA 94103
Alice Fialkin, Transport Workers Union, Local 200, 1508 Fillmore St., Ste. 211, S.F., CA 94115
James Gaan, SFAPOA, 2345 - 24th Ave., S.F., CA 94117
Duane Hadley, DA Investigators Assoc., P.O. Box 77567, S.F., CA 94107
John Hanley, Firefighters Local 798, 1139 Mission St., 2nd Floor, S.F., CA 94103
Tom Harrison, Laborers Union Local 261, 3271 - 18th Street, S.F., CA 94110
Glenn Hunt, M.A.E.A., Local 21, 30 Van Ness Avenue, Ste. 4100, S.F., CA 94102
Larry Jacobson, MRPO, 25 Van Ness Avenue, Suite 400, S.F., CA 94102
Brad Jerrell, I.A.T.S.E. Local 16, 240 Second Street, S.F., CA 94105
Linda Joseph, Local 535, SEIU, AFL-CIO, 661 - 27th Street, Oakland, CA 94612-0920
Leo Juarez, Roofers & Waterproofers Local 40, 55 Fillmore Street, S.F., CA 94117
Susan Kaplan, M.A.A., P.O. Box 194265, S.F., CA 94119
Lt. Gary Kong, IPOA, Inc., SFPD, Rm. H-2, 375 Laguna Honda Blvd., S.F., CA 94116

Joseph Lanthier, Teamsters Local 856, 453 San Mateo Ave., San Bruno, CA 94066
Ed Lieberman, Operating Engineers Local 3, 375 So. Mayfair, Suite 214, Daly Cityyyyy, CA 94015
Sidney Martin, Cement Masons Local 580, 2660 Newhall St., Rm. 160, S.F., CA 94124
Larry Mazzola, Plumbers & Steamfitters Local 38, 1621 Market Street, S.F., CA 94103
Ellen Starbird, c/o Local 616, SEIU, 337 - 17th Street, Oakland, CA 94612-1602
Greg Miranda, B. A. C. Local 3, 8400 Enterprise Way, Ste. 103, Oakland, CA 94621
Doris Mitchell, Local 250, SEIU, AFL-CIO, 973 Market Street, 7th Floor, S.F., CA 94103
Joe Mitchell, Hod Carriers Local 36, 6229-A Mission St., Daly City, CA 94014
Kent Mitchell, United Educators of S.F., Local 61, 655 - 14th Street, S.F., CA 94114
Josie Mooney, SEIU Local 250, 535, & 790, 1390 Market St., Ste. 1118, S.F., CA 94102-5305
Josie Mooney, S.F. Labor Council, 1188 Franklin St., #203, S.F., CA 94109
Robert Morales, Teamsters, Local 350, 295 - 89th Street, Suite 304, Daly City, CA 94015
Steve Muller, Painter's Union Local 4, 2660 Newhall Street, S.F., CA 94124
Chester Murphy, Plasterers' & Shophands' Local 66, 2660 Newhall, Ste. 203, S.F., CA 94124
John J. O'Rourke, Electrical Workers Local 6, 55 Fillmore St., S.F., CA 94117
Joe Pelayo, P.&T.E./SFAPP Local 21, 1182 Market St., Room 425, S.F., CA 94102-4921
LaWanna Preston, SEIU Local 790, 1390 Market St., Ste.1118, S.F., CA 94102-5305
Dan Prince, Ironworkers Local 377, 570 Barneveld Street, S.F., CA 94124
David Rhodes, Pile Drivers Local 34, 55 Hegenberger Pl., Oakland, CA 94621-1301
Sal Rosselli, Local 250, SEIU, AFL-CIO, 973 Market Street, 7th Floor, S.F., CA 94103
John Sanford, Jr., Officers for Justice Assoc., 5126 - 3rd Street, S.F., CA 94124
Mary Ellen Scherer, SFOCRA, Civic Center Courthouse, Room 103, 400 McAllister St., S.F., CA 94102
John Singleton, Building Inspectors Assoc., 1660 Mission St., S.F., CA 94103
Stanley Smith, SFBCTC, 2660 Newhall St., Room 116, S.F., CA 94124-2527
Raymond R. Sullivan, M.E. A., World Trade Center, #216, S.F., CA 94111-4202
Phil Tarantino, Teamsters Local 853, 1103 Airport Blvd., So.S.F., CA 94080
Kevin Barry, Stationary Engineers Local 39, 337 Valencia Street, S.F., CA 94103
Albert Waters, II, Deputy Sheriffs' Assoc., 850 Bryant St., Ste. 700, S.F., CA 94103
Robert Weinmann M.D., Physicians & Dentists (UAPD), 1330 Broadway #730, Oak., CA 94612
Larry Whiteman, Sheet Metal Workers' Local 104, 1939 Market Street, S.F., CA 94103
William M. Wong, Carpenters Local No. 22, 2660 Newhall, Ste. 200, S.F., CA 94124-2527
Douglas P. Yamamoto, Glaziers Local 718, 2660 Newhall St., Ste. 100, S.F., CA 94124-2527
Commission File

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

ABELLA SAFONT
VICE PRESIDENT

NALD A. CASPER
COMMISSIONER

AN R. GORRONO
COMMISSIONER

KATE FAVETTI
TIVE OFFICER

AGENDA

Regular Meeting
of
November 20, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
NOV 1 6 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 20, 2000
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of November 6, 2000

Recommendation: Adopt.

Regular Meeting of November 6, 2000

Recommendation: Adopt.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0716-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4291-00/01	Juvenile Probation	$507,000	Will provide a comprehensive program evaluation system that will measure achievements of specific program objectives for every youth placed in programs.	Regular	6/30/04

November 6, 2000: Postpone to the meeting of November 20, 2000 and request the presence of a representative from Juvenile Probation.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0757-00-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4297-00/01	Adult Probation	$227,282	Will provide payroll processing and management services for staffing Project Staff Assistant, Clinical Assessors, Data Entry Clerk and other designated positions created for the Criminal Justice Treatment Grant for Women.	Regular	12/2001
4298-00/01	Public Works	$3,200,000	Will provide as-needed labor, materials and equipment required to perform asbestos, lead and other hazardous materials abatement services for property owned, operated and maintained by the City and County of San Francisco.	Regular	6/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4299-00/01	Public Works	$1,600,000	Will provide overall structural engineering design for a new eight-story parking garage and modifications to an existing adjacent garage at San Francisco International Airport (SFO).	Regular	01/01/04
4300-00/01	Port	$425,000	Will acquire and implement a maintenance management software system that provides planning, management, and administrative procedures for the effective and efficient maintenance of Port properties and assets.	Regular	12/31/01
4301-00/01	Public Works	$3,200,000	Will provide as-needed civil and environmental engineering consultation services to enable the City to comply with environmental regulations and address issues encountered in construction projects involving the City's infrastructure.	Regular	06/30/03
4114-95/96	Public Works	Increase Amount $992,965 New Amount $1,892,965	Will provide architectural, structural, mechanical & electrical engineering services, and provide historical building code expertise for the reconstruction/repair of the existing Conservatory of Flowers at Golden Gate Park.	Regular	05/30/03
4162-97/98	Police	Increase Amount $2,995,000 New Amount $5,689,168	Will install an Automated Palmprint Identification System, integrate it with the Fingerprint Identification System, convert the current database, and train department employees in the use of the Palmprint System.	Regular	06/30/02

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0486-00-7) - Action Item

September 18, 2000	Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.
October 16, 2000:	Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency.

File No. 0486-00-7 (continued)

Recommendation: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.

(8) **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0350-00-7) - Action Item**

October 2, 2000: Postpone to the meeting of October 16, 2000 to allow Mr. Edwards' representative to be present.

Recommendation: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Proposed amendment to Civil Service Commission Rules - Position Classification and Related Rules (Rules Series #09) affecting ALL employees. (File No. 0723-00-5) - Action Item**

August 21, 2000: Post for adoption. Notify Employee Organizations of meet and confer.

November 6, 2000: Postpone to the meeting of November 20, 2000 at the request of the employee organizations.

Recommendation: Adopt.

(10) **Appeal by Lorena Towslee of the rejection of application for Senior Administrative Analyst (Job Code 1823). (File No. 0077-00-4) - Action Item**

Recommendation: Uphold the appeal of Ms. Lorena Rebecca Towslee and deem her out-of-class assignments from January of 1997 as qualifying for the Senior Administrative Analyst (Job Code 1823) exam. Upon verification of completion of her baccalaureate degree, Ms. Towslee will then meet the minimum qualifications for the Senior Administrative Analyst exam.

(11) Report from the Department of Human Resources on General Analysis of Special Assistants. (File No. 0455-00-1) - Action Item

October 4, 1999: The Civil Service Commission will obtain an objective and neutral party, (Commissioner Munson suggested an Administrative Law Judge) to conduct an investigation into the use of the Special Assistant classifications. The investigation is to include all appeals, litigation or threatened litigation, and, a general analysis of all the Special Assistant appointments since the inception of the classification to evaluate any problems the creation of this special category has caused. The objective neutral party will conduct a thorough investigation, take testimony, where appropriate, and report findings to the Commission. Duane Reno, on behalf of Local 21 withdrew the request for investigation on one position in favor of the broader investigation.

May 15, 2000: Report accepted and approved.

July 17, 2000: Schedule for meeting of August 7, 2000.

August 7, 2000: No further investigation from outside party; the Department of Human Resources will keep the Civil Service Commission abreast of Special Assistant appointments through monthly reports. Any additional information from Local 21 should be directed to the Executive Officer.

Recommendation: Open for discussion.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability: disciplinary release of entrance probationary appointment of Robert Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0591-00-7) - Action Item

October 16, 2000: Postpone to the meeting of November 6, 2000 at the request of TWU - Local 250-A.

November 6, 2000: Postpone to the meeting of November 20, 2000 at the request of TWU, Local 250-A. The Commission stipulated this would be the last postponement.

File No. 0591-00-7 (continued)

Recommendation: Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency which requires a Class B or Class BP driver's license.

(13) **Determination of future employability: resignation of entrance probationary appointment with services unsatisfactory of Christian Lagasca, Senior Clerk (Job Code 1406), Public Utilities Commission. (File No. 0101-00-7) - Action Item**

Recommendation: No future employment with the Public Utilities Commission.

HUMAN RESOURCES DIRECTOR'S REPORT

(14) **Progress report on Class Consolidation Project. (File No. 0761-00-1)**

Recommendation: Approve.

(15) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

0/00

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

MINUTES

Regular Meeting
November 20, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
NOV 2 8 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:15 P.M.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Present

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of November 6, 2000

Action: Adopt. (Vote of 4 to 0)

Regular Meeting of November 6, 2000

Action: Adopt. (Vote of 4 to 0)

ANNOUNCEMENTS:

Due to various Winter holidays in December, the Civil Service Commission will meet only once on December 4, 2000. The meeting of December 18, 2000 is canceled.

The meeting of January 1, 2001 is canceled due to the New Year's Day Holiday. Only one meeting will be held in January 2001. Due to the Martin Luther King Day Holiday, a Special Meeting will be held on Monday, January 8, 2001 at 2:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place.

0716-00-8	**Review of requests for approval of proposed personal services contracts. (Item No. 5)**				
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4291-00/01	Juvenile Probation	$307,000	Will provide a comprehensive program evaluation system that will measure achievements of specific program objectives for every youth placed in programs.	Regular	06/30/01

November 6, 2000: Postpone to the meeting of November 20, 2000 and request the presence of a representative from Juvenile Probation.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0757-00-8	**Review of requests for approval of proposed personal services contracts. (Item No. 6)**				
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4297-00/01	Adult Probation	$227,282	Will provide payroll processing and management services for staffing Project Staff Assistant, Clinical Assessors, Data Entry Clerk and other designated positions created for the Criminal Justice Treatment Grant for Women.	Regular	09/30/01
4298-00/01	Public Works	$3,200,000	Will provide as-needed labor, materials and equipment required to perform asbestos, lead and other hazardous materials abatement services for property owned, operated and maintained by the City and County of San Francisco.	Regular	06/30/03
4299-00/01 ***Withdrawn***	Public Works	$1,600,000	Will provide overall structural engineering design for a new eight-story parking garage and modifications to an existing adjacent garage at San Francisco International Airport (SFO).	Regular	01/01/04

4300-00/01	Port	$425,000	Will acquire and implement a maintenance management software system that provides planning, management, and administrative procedures for the effective and efficient maintenance of Port properties and assets.	Regular	12/31/01
4301-00/01	Public Works	$3,200,000	Will provide as-needed civil and environmental engineering consultation services to enable the City to comply with environmental regulations and address issues encountered in construction projects involving the City's infrastructure.	Regular	06/30/03
4114-95/96	Public Works	Increase Amount $992,965 New Amount $1,892,965	Will provide architectural, structural, mechanical & electrical engineering services, and provide historical building code expertise for the reconstruction/repair of the existing Conservatory of Flowers at Golden Gate Park.	Regular	05/30/03
4162-97/98	Police	Increase Amount $2,995,000 New Amount $5,689,168	Will install an Automated Palmprint Identification System, integrate it with the Fingerprint Identification System, convert the current database, and train department employees in the use of the Palmprint System.	Regular	06/30/02

Speakers: None.

Action:

(1) PSC #4299-00/01 has been withdrawn by the Department of Public Works.

(2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0486-00-7 Appeal of automatic resignation of Nathaniel Vaughn, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 7)

September 18, 2000: Postpone to the meeting of October 16, 2000 at the request of the Municipal Transportation Agency.

October 16, 2000: Postpone to the meeting of November 6, 2000 at the request of the Municipal Transportation Agency.

November 6, 2000: Postpone to the meeting of November 20, 2000. The Commission requested additional information on Mr. Vaughn's employment history.

Speakers: None.

Action: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0350-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 8)**

October 2, 2000: Postpone to the meeting of October 16, 2000 to allow Mr. Edwards' representative to be present.

October 16, 2000: Continue to the meeting of November 20, 2000. The Commission requested additional information from the Department and the appellant.

Speakers: None.

Action: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0723-00-5 **Proposed amendment to Civil Service Commission Rules - Position Classification and Related Rules (Rules Series #09) affecting ALL employees. (Item No. 9)**

August 21, 2000: Post for adoption. Notify Employee Organizations of meet and confer.

November 6, 2000: Postpone to the meeting of November 20, 2000 at the request of the employee organizations.

Speakers:
Gene Rucker, Civil Service Commission, Labor Negotiator
Kevin Hughes, Electrical Workers, Local 6
Ed Lieberman, Operating Engineers, Local 3

Action: Adopt. (Vote of 4 to 0)

0077-00-4 **Appeal by Lorena Towslee of the rejection of application for Senior Administrative Analyst (Job Code 1823). (Item No. 10)**

Speakers:
Robert Pritchard, Department of Human Resources
Lynn Rossman Faris, Attorney

Action: Uphold the appeal of Ms. Lorena Rebecca Towslee and deem her out-of-class assignments from January of 1997 as qualifying for the Senior Administrative Analyst (Job Code 1823) exam. Upon verification of completion of her baccalaureate degree, Ms. Towslee will then meet the minimum qualifications for the Senior Administrative Analyst exam. (Vote of 4 to 0)

0455-00-1 Report from the Department of Human Resources on General Analysis of Special Assistants. (Item No. 11)

October 4, 1999: The Civil Service Commission will obtain an objective and neutral party, (Commissioner Munson suggested an Administrative Law Judge) to conduct an investigation into the use of the Special Assistant classifications. The investigation is to include all appeals, litigation or threatened litigation, and, a general analysis of all the Special Assistant appointments since the inception of the classification to evaluate any problems the creation of this special category has caused. The objective neutral party will conduct a thorough investigation, take testimony, where appropriate, and report findings to the Commission. Duane Reno, on behalf of Local 21 withdrew the request for investigation on one position in favor of the broader investigation.

May 15, 2000: Report accepted and approved.

July 17, 2000: Schedule for meeting of August 7, 2000.

August 7, 2000: No further investigation from outside party; the Department of Human Resources will keep the Civil Service Commission abreast of Special Assistant appointments through monthly reports. Any additional information from Local 21 should be directed to the Executive Officer.

Speakers:
Bette Thomas, Department of Human Resources
Duane Reno, Attorney for Local 21
David Novogrodsky, IFPTE, Local 21

Action: Adopt report of August 7, 2000. No further investigation from outside party; the Department of Human Resources will keep the Civil Service Commission abreast of Special Assistant appointments through monthly reports. Any additional information from Local 21 should be directed to the Executive Officer. (Vote of 4 to 0)

0591-00-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Robert Nelson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**

October 16, 2000: Postpone to the meeting of November 6, 2000 at the request of TWU - Local 250-A.

November 6, 2000: Postpone to the meeting of November 20, 2000 at the request of TWU, Local 250-A. The Commission stipulated this would be the last postponement.

Speakers:
Faith Van Putten, Municipal Transportation Agency
Robert Nelson
Avelardo Gomez, TWU, Local 250-A

Action: Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency which requires a Class B or Class BP driver's license. (Vote of 4 to 0)

0101-00-7 **Determination of future employability: resignation of entrance probationary appointment with services unsatisfactory of Christian Lagasca, Senior Clerk (Job Code 1406), Public Utilities Commission. (Item No. 13)**

Speakers: None.

Action: No future employment with the Public Utilities Commission. Mr. Lagasca failed to appear. (Vote of 4 to 0)

0761-00-1 **Progress report on Class Consolidation Project. (Item No. 14)**

Action: Approve. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 15)

None.

ADJOURNMENT (Item No. 16)

3:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/00

ADRIENNE PON
PRESIDENT

SABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

GAN R. GORRONO
COMMISSIONER

KATE FAVETTI
UTIVE OFFICER

AGENDA

Regular Meeting
of
December 4, 2000

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
NOV 29 2000
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-5163, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 4, 2000
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of November 20, 2000

Recommendation: Adopt.

Regular Meeting of November 20, 2000

Recommendation: Adopt.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) COMMENDATIONS AGENDA

Commendation for April Madison-Ramsey, Deputy City Attorney, on her new appointment as Deputy City Attorney at the Office of the City Attorney, City of Oakland.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0792-00-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2005-00/01	Public Health	$840,000	Will provide as-needed, on-call professional licensed Physical and Occupational Therapists, Speech Pathologists and Physical Therapy Assistants to back-up civil service staff during scheduled and unscheduled staff absences.	Continuing	01/31/05
4302-00/01	Airport	$61,184	Will provide construction support services throughout the closeout phase of the Airport's Central Plant heating and cooling systems for Terminal and Boarding areas A and G.	Regular	06/30/01
4303-00/01	Airport	$137,000	Will work with Airport/Community Roundtable members and elected officials on aircraft noise mitigation measures and work program issues, and provide advice to the Airport Director on matters relating to SFO aircraft noise abatement.	Regular	03/31/02
4304-00/01	Human Services	$200,000	Will provide optical exams, lenses or bi-focal lenses, and eyeglass frames to Personal Assisted Employment Services (PAES) program clients.	Regular	06/30/03
4305-00/01	Public Works	$1,750,000	Will provide as-needed design and oversight services on City projects involving abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco.	Regular	06/30/03
4306-00/01	Public Works	$3,000,000	Will perform as-needed human and ecological risk assessments as may be required to assist in the completion of property transactions, assist the City to negotiate cleanup standards, prepare risk assessments and management planning reports.	Regular	06/30/03
4307-00/01	Telecommunication & Information Services	$180,000	Will provide consulting expertise in Accounting Based Cost (ABC) management software and the ABC methodology.	Regular	06/30/01

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4308-00/01	Airport	$9,500,000	Will provide advanced cost and control services which include preparing summary level and detailed schedule and trend reports, preparing cost and budget reports and cash flow projections, monitoring costs and payments to consultants and contractors.	Regular	11/20/01
4065-97/98	Human Resources	Increase Amount $225,000 New Amount $405,000	Will provide third-party administration of the federally-mandated Department of Transportation (DOT) Federal Motor Carrier Safety Administrator (FMCSA) drug and alcohol employee testing program.	Regular	12/31/03
4220-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $275,000 New Amount $487,500	Will represent the city before federal legislative, administrative, and regulatory agencies on matters concerning water supply, wastewater treatment, energy matters, and natural resources.	Regular	12/31/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Amendment of Civil Service Commission Rules on Employee Separation Procedures (Rule 22 Series). (File No. 0793-00-5) - Action Item

October 16, 2000: Post for adoption following meet and confer.

Recommendation: Adopt.

(8) **Certification of highest prevailing rate of wages for various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 0795-00-3) - Action Item**

Recommendation: Adopt report. Forward to Board of Supervisors.

(9) **Amendment to Volume IV - Civil Service Commission Rules Applicable to Service-Critical Classes at the Municipal Transportation Agency, Rule 412 to add a new section to Article IV Duration of Eligible Lists entitled "Extension of Eligibility". (File No. 0794-00-5) - Action Item**

Recommendation: Post for adoption following meet and confer.

(10) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0796-00-5) - Action Item**

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2001, upon agreement with the affected employee organizations.

(11) **Request to extend Volume IV - Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0797-00-5) - Action Item**

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the MTA Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2001, upon agreement with the affected employee organizations.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) **Appeal by Michael Lonergan on the Director of Transportation's decision on examination matters regarding protest of the Transit Manager I (Job Code 9140) examination announcement. (File No. 0736-99-4) - Action Item**

Recommendation: Adopt report. Deny appeal.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

4/00

ADRIENNE PON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

Regular Meeting
December 4, 2000

2:00 p.m.
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
DEC 07 2000
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:15 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Rosabella Safont	Excused

Commissioner Pon presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of November 20, 2000

Action: Adopt. (Vote of 3 to 0)

Regular Meeting of November 20, 2000

Action: Adopt. (Vote of 3 to 0)

COMMENDATIONS AGENDA

Commendation for April Madison-Ramsey, Deputy City Attorney, on her new appointment as Deputy City Attorney at the Office of the City Attorney, City of Oakland.

Action: Approve. (Vote of 3 to 0)

0792-00-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2005-00/01	Public Health	$840,000	Will provide as-needed, on-call professional licensed Physical and Occupational Therapists, Speech Pathologists and Physical Therapy Assistants to back-up civil service staff during scheduled and unscheduled staff absences.	Continuing	01/31/05
4302-00/01	Airport	$61,184	Will provide construction support services throughout the closeout phase of the Airport's Central Plant heating and cooling systems for Terminal and Boarding areas A and G.	Regular	06/30/01
4303-00/01	Airport	$137,000	Will work with Airport/Community Roundtable members and elected officials on aircraft noise mitigation measures and work program issues, and provide advice to the Airport Director on matters relating to SFO aircraft noise abatement.	Regular	03/31/02
4304-00/01	Human Services	$200,000	Will provide optical exams, lenses or bi-focal lenses, and eyeglass frames to Personal Assisted Employment Services (PAES) program clients.	Regular	06/30/03
4305-00/01	Public Works	$1,750,000	Will provide as-needed design and oversight services on City projects involving abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco.	Regular	06/30/03
4306-00/01	Public Works	$3,000,000	Will perform as-needed human and ecological risk assessments as may be required to assist in the completion of property transactions, assist the City to negotiate cleanup standards, prepare risk assessments and management planning reports.	Regular	06/30/03
4307-00/01	Telecommunication & Information Services	$180,000	Will provide consulting expertise in Accounting Based Cost (ABC) management software and the ABC methodology.	Regular	06/30/01
4308-00/01	Airport	$9,500,000	Will provide advanced cost and control services which include preparing summary level and detailed schedule and trend reports, preparing cost and budget reports and cash flow projections, monitoring costs and payments to consultants and contractors.	Regular	11/20/01
4065-97/98	Human Resources	Increase Amount $225,000 New Amount $405,000	Will provide third-party administration of the federally-mandated Department of Transportation (DOT) Federal Motor Carrier Safety Administrator (FMCSA) drug and alcohol employee testing program.	Regular	12/31/03
4220-00/01	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount $275,000 New Amount $487,500	Will represent the city before federal legislative, administrative, and regulatory agencies on matters concerning water supply, wastewater treatment, energy matters, and natural resources.	Regular	12/31/01

0792-00-8 **(continued)**

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.
(Vote of 3 to 0)

0793-00-5 **Amendment of Civil Service Commission Rules on Employee Separation Procedures (Rule 22 Series). (Item No. 7)**

October 16, 2000: Post for adoption following meet and confer.

Speakers: None.

Action: Adopt. (Vote of 3 to 0)

0795-00-3 **Certification of highest prevailing rate of wages for various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Item No. 8)**

Speakers: None.

Action: Adopt report. Forward to Board of Supervisors.
(Vote of 3 to 0)

0794-00-5 **Amendment to Volume IV - Civil Service Commission Rules Applicable to Service-Critical Classes at the Municipal Transportation Agency, Rule 412 to add a new section to Article IV Duration of Eligible Lists entitled "Extension of Eligibility". (Item No. 9)**

Speakers: None.

Action: Post for adoption following meet and confer.
(Vote of 3 to 0)

0796-00-5 **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 10)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2001, upon agreement with the affected employee organizations. (Vote of 3 to 0)

0797-00-5 **Request to extend Volume IV - Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 11)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the MTA Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2001, upon agreement with the affected employee organizations. (Vote of 3 to 0)

0736-99-4 **Appeal by Michael Lonergan on the Director of Transportation's decision on examination matters regarding protest of the Transit Manager I (Job Code 9140) examination announcement. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of January 8, 2001 at the request of the Municipal Transportation Agency. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

2:22 p.m.